CoreLogic®

Realist®

An Introductory Guide

2nd Edition - September 2014

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Realist® – An Introductory Guide

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Welcome to Realist!

This Introductory Guide is designed to help you rapidly explore the exciting information and tools offered by Realist. Please take a little time to review this guide, the system, and its content. You'll be glad you did, because Realist is quite possibly the most comprehensive information resource available to the nation's real estate professionals.

Please note that this Introductory Guide describes the "desktop" version of Realist. However, Realist automatically detects users employing tablets and other mobile devices. For those users, the system will provide access to Realist Lite, a distinct and different solution that is specifically optimized for such mobile devices.

1. Logging In

Realist is accessible through your MLS system, and as a result, you do not need to log into Realist. When you access Realist, it recognizes who you are and remembers your specific preferences.

From your MLS system you can simply and securely:

- Link to the Realist home page,
- Link from a listing display directly to a Property Detail Page on Realist
- Link to other portions of Realist that your MLS may choose to support

When you link, Realist opens in a new window or tab, enabling you to easily toggle back and forth between your MLS system and Realist. When you are done, simply close the Realist window or tab of your browser.

2. The Top Menu Bar

At the top of the Realist interface is a menu bar with the following selections:

- **Search** is the default view enabling you to perform Realist searches, view data, and explore maps.

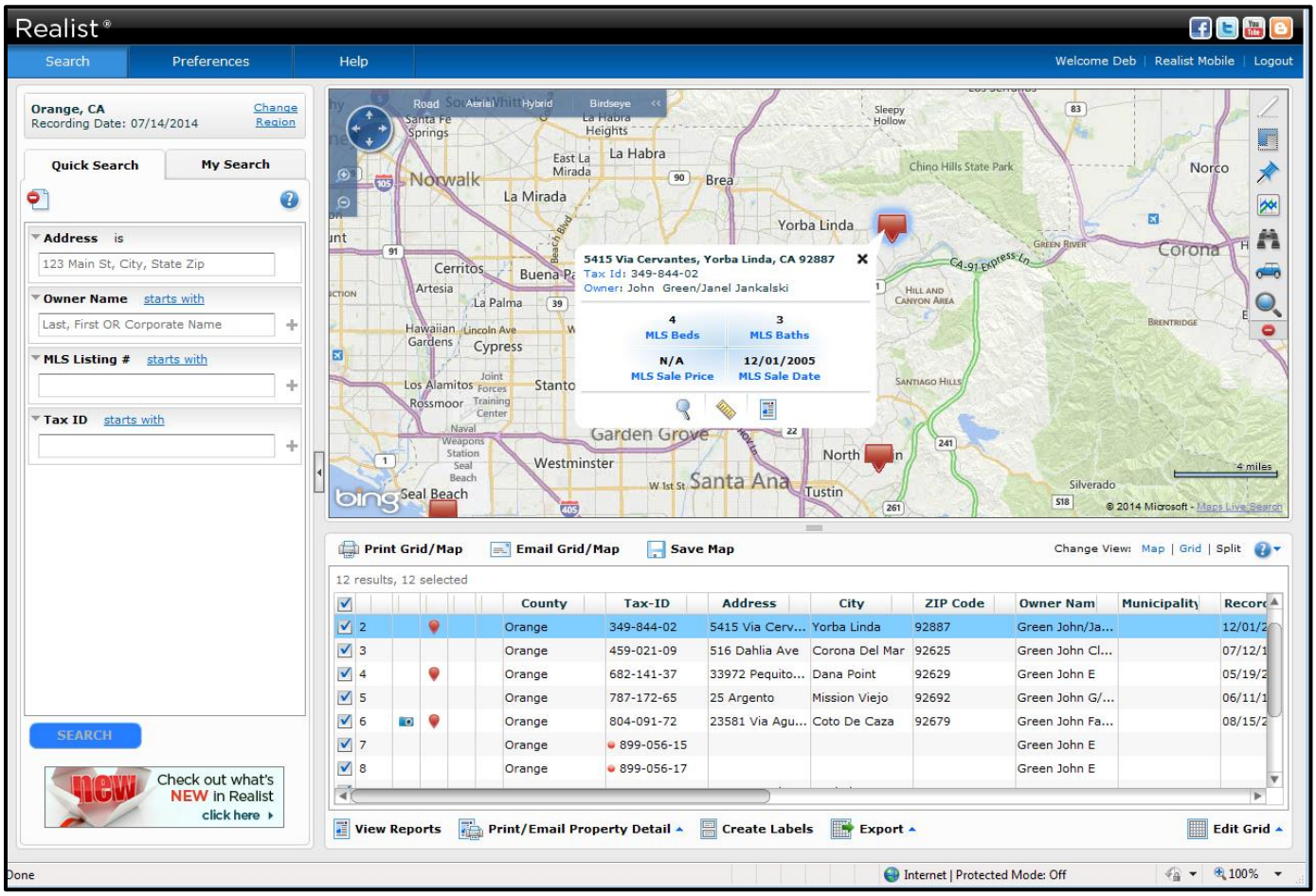
- **Preferences** control how you wish to search and/or display information via Realist.

- **Help** contains contact information for the team at your MLS who can field your questions about Realist, as well as links to the Realist User Guide and video Tutorials that can help you learn much more about Realist.

Note that the menu bar displays your name. Realist maintains awareness of who you are and how you work to make your time on the system as efficient and personal as possible.

3. The Main Realist Page

Once you open Realist, you will see that its main page is split into three primary panels:



- The **Search** panel on the left allows you to access, create, change and save customized searches tailored to your individual search needs. You can hide the Search panel by clicking the caret to the right of the Search panel. This maximizes your view of a Grid or Map. To re-open the Search panel, click the caret again.

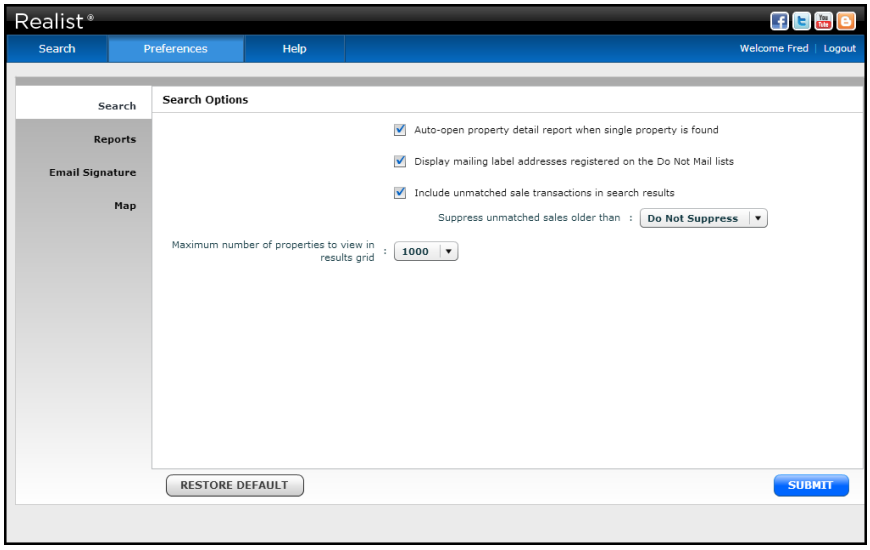
- The **Realist Map** panel on the top enables you to view road, aerial or bird's eye views for a region and its homes, to layer important public records, MLS data, and other features over a map, and to perform searches within specific areas.

- The **Grid** panel on the bottom displays the properties returned by any search in a column and row format that can be customized to suit your needs.

Three options are available to manage the Map and Grid. The **Split** view displays the Grid below a Map. If you wish to hide the map, click on **Grid**. If you wish to hide the Grid, click **Map**. If you wish to return to the default view simultaneously showing the Grid and Map, click **Split.**

4. Preferences

When you begin using Realist, you should visit Preferences to configure Realist for your personal use. Changes to Preferences are also recorded during your general use of Realist.



Preferences are broken into four sections.

Search Options

- Select the maximum number of properties to return from a search (up to 1,000).

- Choose to use or omit properties registered on the "Do Not Mail" list. The Do Not Mail flag is updated quarterly and identifies individuals who have registered with the Direct Marketing Association and other agencies to indicate that they do not wish to receive direct mail solicitations. When you choose to omit properties on the Do Not Mail list, mailing labels will automatically be suppressed for such properties and export files will automatically omit the owners mailing address.

- Choose to show or hide unmatched sale transactions. Unmatched sales are transactions on properties which are not fully reflected in the public records, typically arising from newly formed properties that are not yet individually assessed.

Report Options

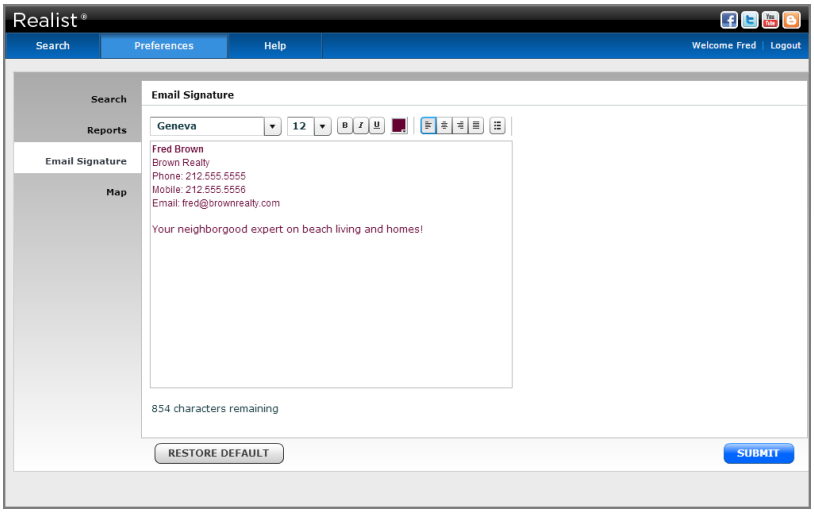
- **Report Preferences** controls whether reports are dynamic or fixed formats. Choose dynamic reports to suppress all fields for which a property has no corresponding data to display; choose fixed to include all fields.
- **Comparables Report, Market Trends Report, Neighbors Report, Neighborhood Profile Report, Assessor Maps & Market Trends** each enables you to set your preferences to generate these individual reports.

- **Assessor Maps** allows you to choose whether or not to use Realist's Map Viewer to view static Assessor Maps.

Email Signature

- Enter an email signature that will appear as the footer to all email you distribute via Realist.

  Use the simple formatting options provided by Realist to select a font, size, color, and more.

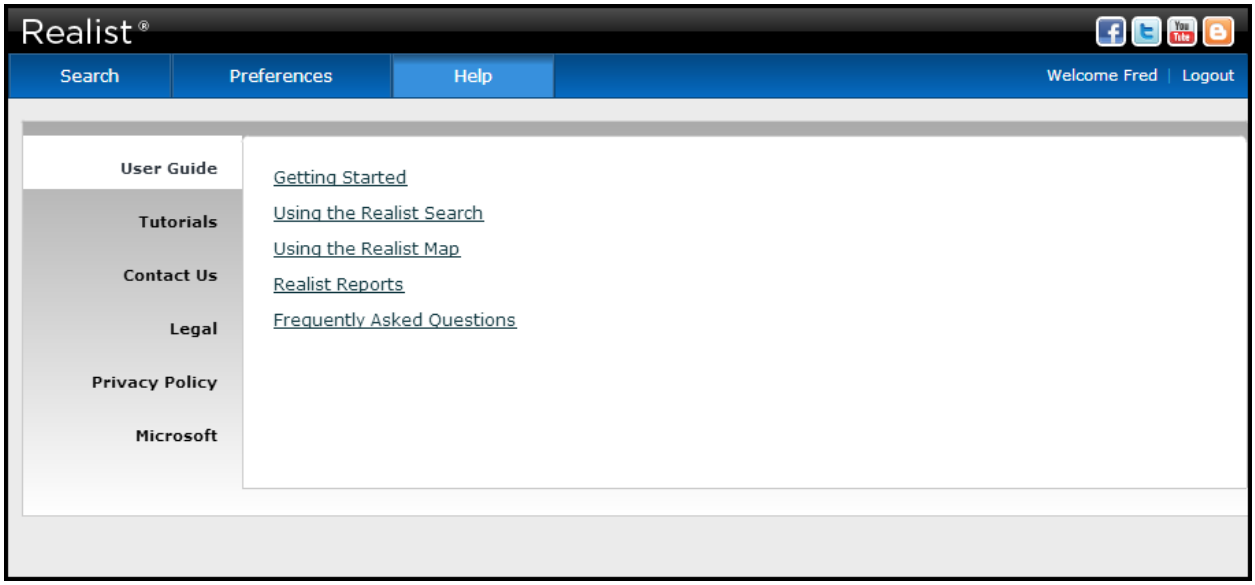


Map Options

- Display property boundaries, or parcel lines on the map as a default.

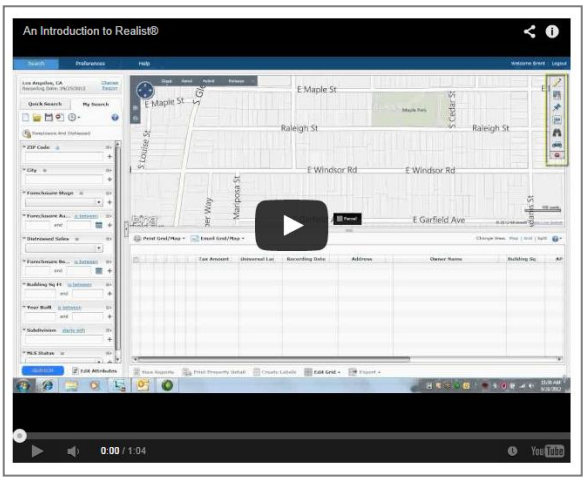
5. Realist Help

Realist offers a variety of tools to introduce you to the service and answer questions that may arise from time to time.



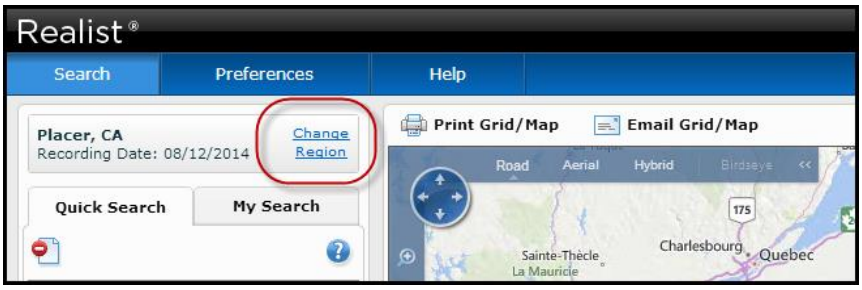
Click Realist's Help menu to:

- Explore the online **User Guide**.
- Watch the video **Tutorials** on core Realist functionality.
- Determine **Contact** information for your MLS help desk.
- Read the **Legal, Privacy and Microsoft** policies associated with Realist use.

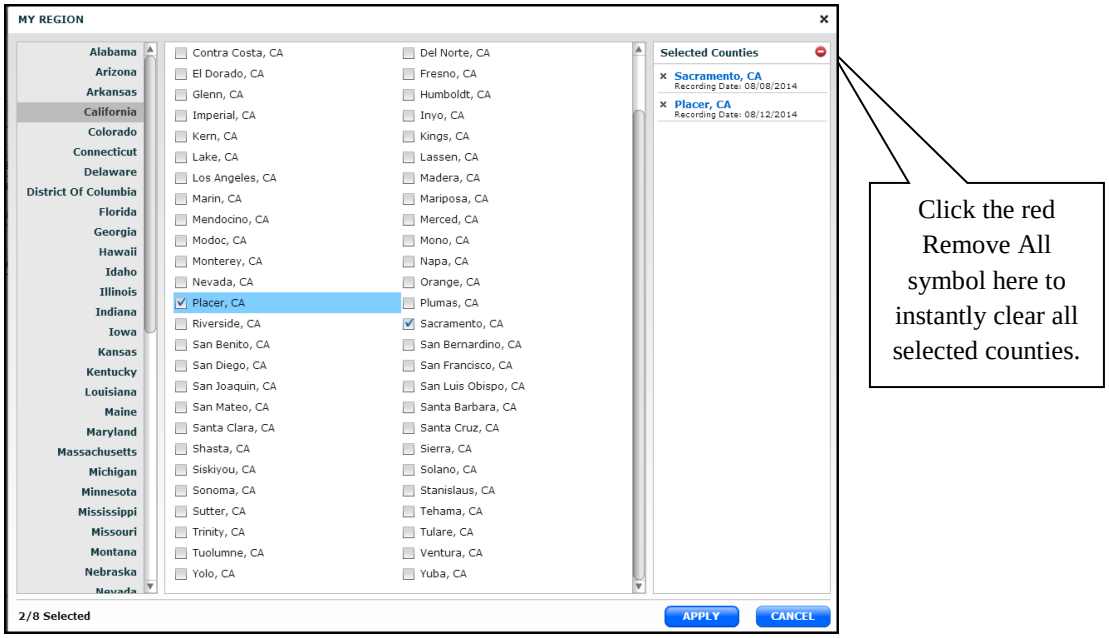


6. My Region

My Region refers to the county or counties in which you wish to search. Click the **Change Region** link near the upper left corner of the Realist to select display a list of the counties you are eligible to search through the MLS to which you belong.



Select up to 8 counties to search at a time. Each selected county will be shown on the **Selected Counties** list on the right hand side of the My Region box. Note that the date of the most recently recorded transactions available via Realist also appears below each selected county.



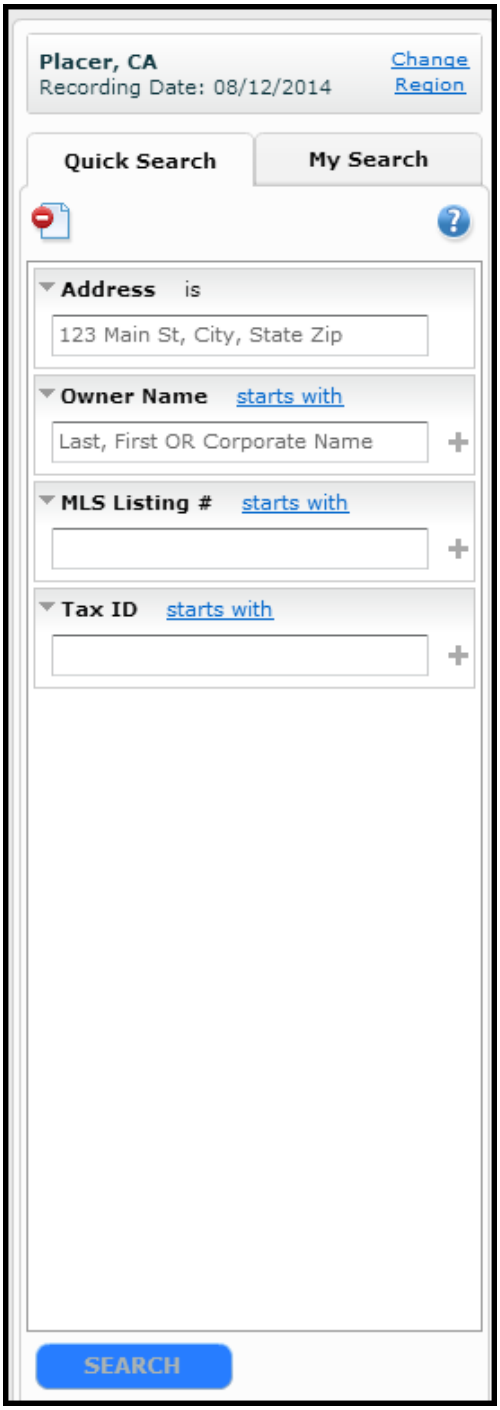
To delete all previously selected counties, click the red **Remove All** symbol appearing above the **Selected Counties** list.

To delete one previously selected county, click the **X** appearing to the left of the county name in the **Selected Counties** list. When your selections are complete, simply click **Apply**. The region you select will remain active and apply to all further searches until you change selected counties at a later time. Of course, if you do not wish to make a change, simply click **Cancel**.

7. Quick Search

The Quick Search enables you to easily search by the most frequently used criteria to find properties by:

- Address
- Owner Name
- MLS Listing #
- Tax ID or APN



Click the plus (+) sign to the right of a search parameter to add additional criteria. Using the plus sign, you can search for 5 owner names at a time, 10 listing numbers at a time, or 15 Tax ID's at a time.

Click "starts with" to change the search logic to "is" and solely find properties with an exact match on your search criteria. "Starts with" allows you to find properties where the first few letters or numbers of your search criteria match the property.

Owner names can be searched in formats such as:

- Smith
- Smith, J
- Smith, John

Address search is special. While you can only search one address at a time, please note that:

- The address search overrides My Region and searches all matching addresses available within your Realist coverage area.
- You can use address search to find properties at an exact address or in a general locale. For example:
  - Search 4990 2nd Street to find a property at that exact address.
  - Search 2nd Street to find all properties on that street.
  - Search 2nd Street Rocklin CA or 2nd Street 95677 to find 2nd Street properties in only that city or zip code.
- To search street names containing numbers, enter 2nd or 5th. Searching by 2 or 5 is not sufficient.
- To search street names such as Saint Albans Ct, enter Saint Albans; St Albans is not sufficient.
- In the event an address search finds a near match to your criteria, it will "auto-suggest" up to 25 possible matches for your criteria.

8. My Search

My Search enables you to quickly create and perform queries to pinpoint properties meeting your research and marketing needs. Many fields – or **Attributes** as they are known in Realist – are available for your use.

Use My Search to open, create and save **Forms** or **Searches**. Forms are searches without saved criteria, whereas Searches are saved forms that also include specific search criteria.

My Search will contain pre-configured searches for your use when you first access Realist. Click the Open icon to review the searches pre-configured for your own MLS, then add the searches that will help your personal, professional needs.

Pre-configured searches display a lock icon such as the Geo Search picture to the right. Locked searches can be saved with a new name, but cannot be overwritten or deleted.

The icons at the top of the My Search panel offer the following:

Create a new Form or Search by clicking the Create icon. Creating a new Form or Search opens the Edit Data Attributes page appearing on the following page.

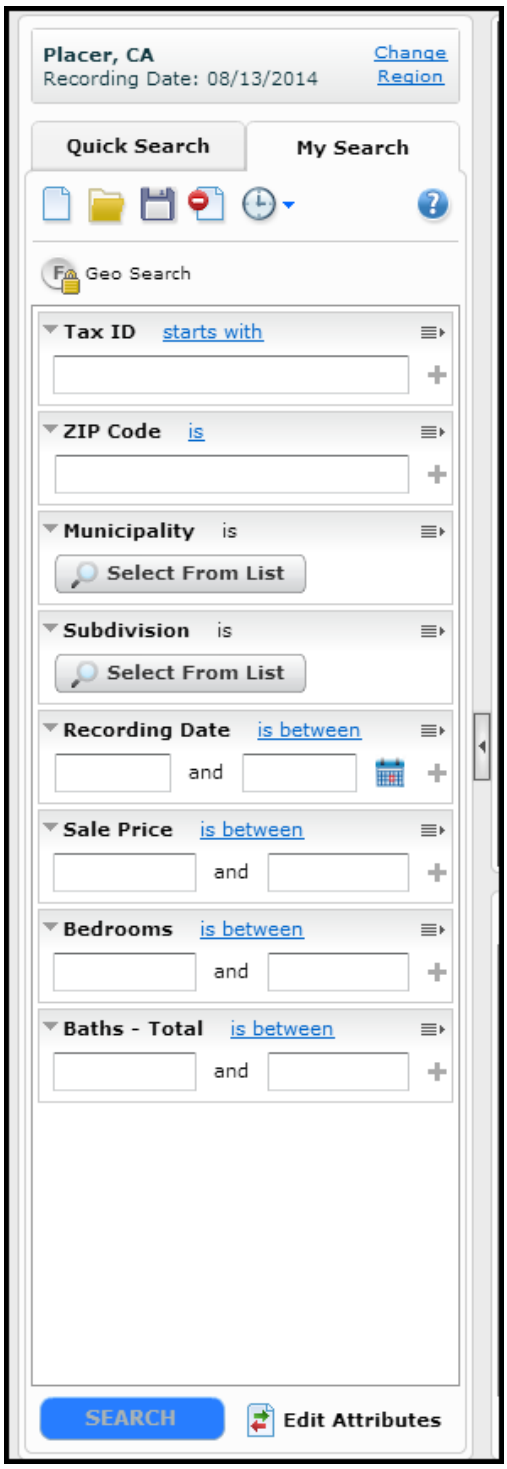
Open an existing Form or Search by clicking the Open icon.

Save changes by selecting the disk icon. A dialog box opens, allowing you to name the Form or Search.

Instantly clear all search criteria and results by selecting this **Clear Search & Grid** icon.

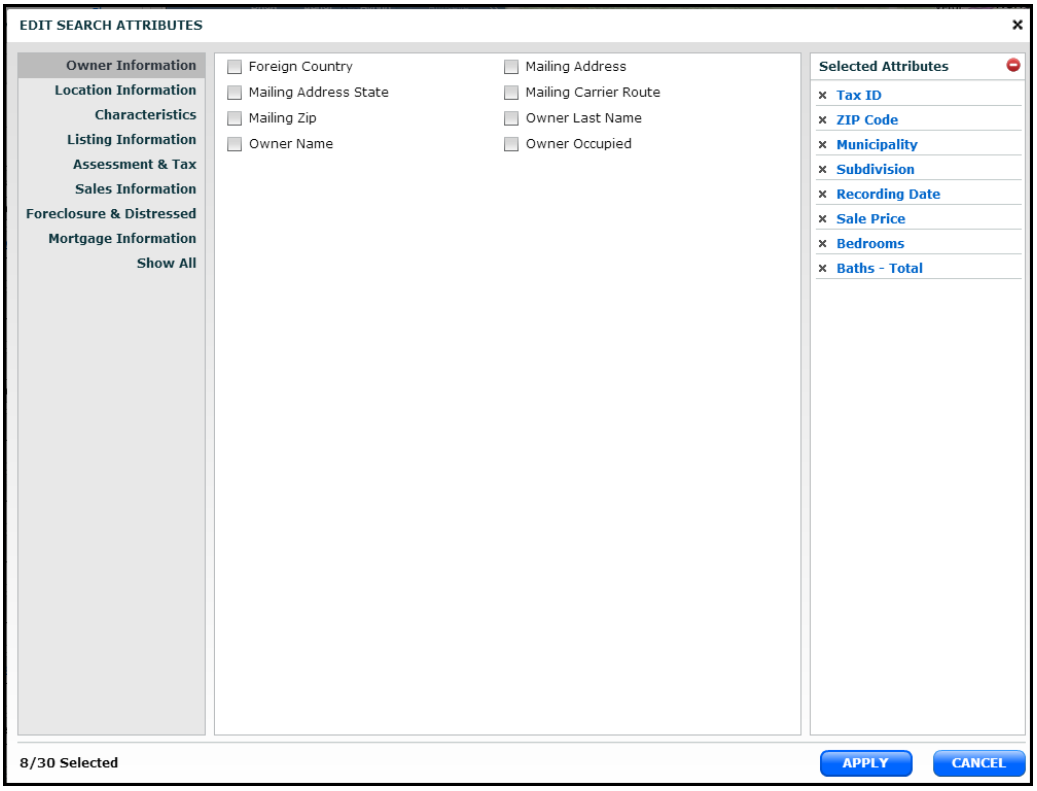
Open any of the last several searches you performed by clicking the down arrow by the **Recent History** icon.

The My Search panel can be hidden by clicking the caret to the right of the **My Search** panel. This maximizes your view of a Grid or Map. To re-open the My Search panel, click the caret again.



To edit an existing **My Search** form, click **Edit Attributes** appearing at the bottom of My Search. This opens a new dialog box in which you may select or de-select search attributes and re-order the attributes.

You may choose to **Show All** attributes, or select a data category such as Owner Information to find a specific attribute. Attributes are presented in alphabetical order. You may select up to 30 attributes to include in a search.

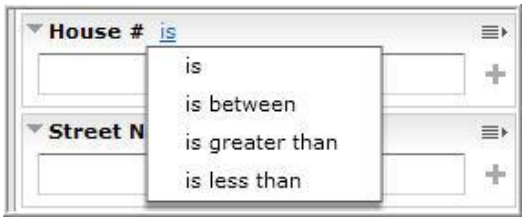


To re-order the sequence of attributes on search panel, simply drag and drop them into your chosen order under the **Selected Attributes** heading, then click **Apply** to record and use your new or modified My Search.

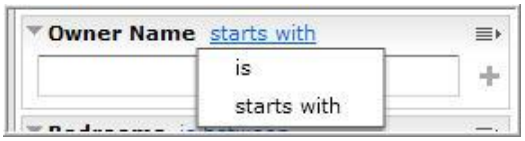
To delete an attribute from a search, click the "X" by the attribute name on the Selected Attributes panel.

9. Understanding My Search Attributes

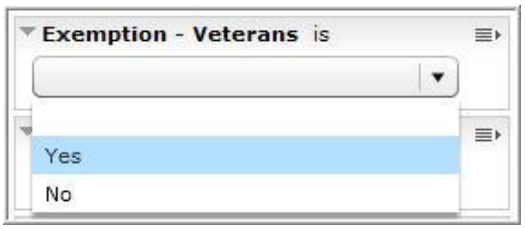
Search attributes offer a variety of controls to help you find the properties. To change any search control, click on the operator adjacent to the search attribute to open a drop down selection of available controls.



Numeric attributes such as House # default to find exact numbers using the "i**s"** control. **Numeric attributes also offer** controls to search a range **(is between)**, as well as **greater than** or **less than** a number**.**



Text attributes such as Owner Name default to a **starts with** control, enabling you to find any result that matches the first few letters you enter into the search box. Text attributes also offer an **is** control to find exact matches.



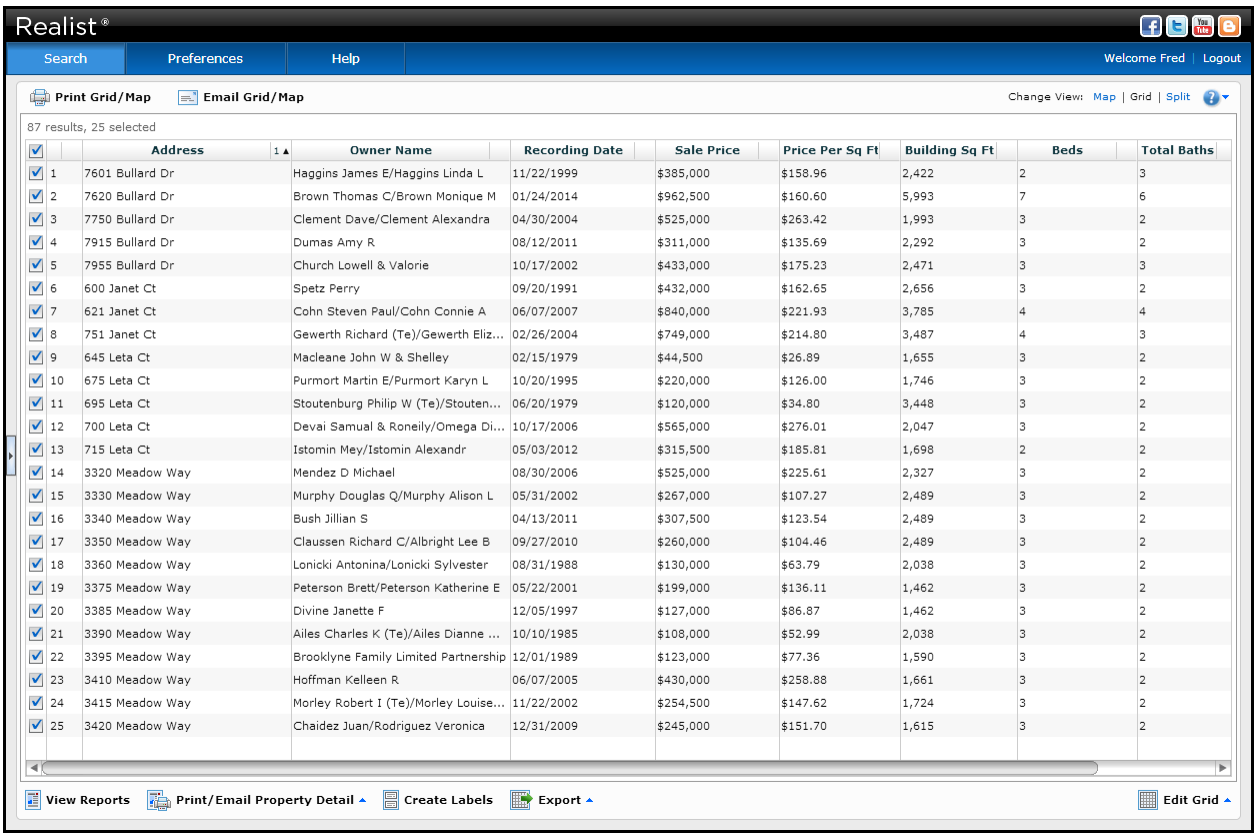
Some attributes allow you to search and/or choose values by **Select from a List**, while other attributes offer a drop down for **Yes / No** and other options. For example, the subdivision attribute uses a select from list, while the exemption attribute pictured to the left uses a yes/no drop down list.

Some attributes enable you to enter multiple search parameters; simply enter a value, click the "+" button, and then enter your next parameter. Note that the each parameter you enter is displayed below the attribute box. To remove a value, use the "**X**" next to that value.

To clear all parameters from an individual attribute, click on the **hash** icon to the right of the attribute's name, then click on **Clear Values**. All entered parameters are removed. To eliminate an attribute from the search entirely, simply click **Delete**.

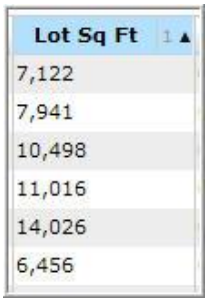
10. The Grid

The **Grid** displays brief information about each property found by a Realist search.



	Address	Owner Name	Recording Date	Sale Price	Price Per Sq Ft	Building Sq Ft	Beds	Total Baths
1	7601 Bullard Dr	Haggins James E/Haggins Linda L	11/22/1999	$385,000	$158.96	2,422	2	3
2	7620 Bullard Dr	Brown Thomas C/Brown Monique M	01/24/2014	$962,500	$160.60	5,993	7	6
3	7750 Bullard Dr	Clement Dave/Clement Alexandra	04/30/2004	$525,000	$263.42	1,993	3	2
4	7915 Bullard Dr	Dumas Amy R	08/12/2011	$311,000	$135.69	2,292	3	2
5	7955 Bullard Dr	Church Lowell & Valorie	10/17/2002	$433,000	$175.23	2,471	3	3
6	600 Janet Ct	Spetz Perry	09/20/1991	$432,000	$162.65	2,656	3	2
7	621 Janet Ct	Cohn Steven Paul/Cohn Connie A	06/07/2007	$840,000	$221.93	3,785	4	4
8	751 Janet Ct	Gewerth Richard (Te)/Gewerth Eliz...	02/26/2004	$749,000	$214.80	3,487	4	3
9	645 Leta Ct	Macleane John W & Shelley	02/15/1979	$44,500	$26.89	1,655	3	2
10	675 Leta Ct	Purmort Martin E/Purmort Karyn L	10/20/1995	$220,000	$126.00	1,746	3	2
11	695 Leta Ct	Stoutenburg Philip W (Te)/Stouten...	06/20/1979	$120,000	$34.80	3,448	3	2
12	700 Leta Ct	Devai Samual & Roneily/Omega Di...	10/17/2006	$565,000	$276.01	2,047	3	2
13	715 Leta Ct	Istomin Mey/Istomin Alexandr	05/03/2012	$315,500	$185.81	1,698	2	2
14	3320 Meadow Way	Mendez D Michael	08/30/2006	$525,000	$225.61	2,327	3	2
15	3330 Meadow Way	Murphy Douglas Q/Murphy Alison L	05/31/2002	$267,000	$107.27	2,489	3	2
16	3340 Meadow Way	Bush Jillian S	04/13/2011	$307,500	$123.54	2,489	3	2
17	3350 Meadow Way	Claussen Richard C/Albright Lee B	09/27/2010	$260,000	$104.46	2,489	3	2
18	3360 Meadow Way	Lonicki Antonina/Lonicki Sylvester	08/31/1988	$130,000	$63.79	2,038	3	2
19	3375 Meadow Way	Peterson Brett/Peterson Katherine E	05/22/2001	$199,000	$136.11	1,462	3	2
20	3385 Meadow Way	Divine Janette F	12/05/1997	$127,000	$86.87	1,462	3	2
21	3390 Meadow Way	Ailes Charles K (Te)/Ailes Dianne ...	10/10/1985	$108,000	$52.99	2,038	3	2
22	3395 Meadow Way	Brooklyne Family Limited Partnership	12/01/1989	$123,000	$77.36	1,590	3	2
23	3410 Meadow Way	Hoffman Kelleen R	06/07/2005	$430,000	$258.88	1,661	3	2
24	3415 Meadow Way	Morley Robert I (Te)/Morley Louise...	11/22/2002	$254,500	$147.62	1,724	3	2
25	3420 Meadow Way	Chaidez Juan/Rodriguez Veronica	12/31/2009	$245,000	$151.70	1,615	3	2

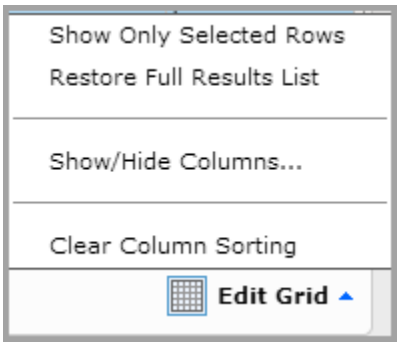
Click any property on the Grid to highlight that property's location on the Map. Conversely, click any property on the map to highlight the corresponding row on the Grid.



Lot Sq Ft
7,122
7,941
10,498
11,016
14,026
6,456

The default sort sequence for properties on Grid is by Tax-ID or APN. To sort all properties on the Grid on a different attribute, click the sort arrow next to any column header. Up arrows indicate ascending sorts; down arrows indicate descending sorts. You can also sort on as many columns as you wish; the number next to each sort arrow indicates if it is the primary, secondary or tertiary sort column. To clear the sort order, select Edit Grid, then **Clear Column Sorting**.

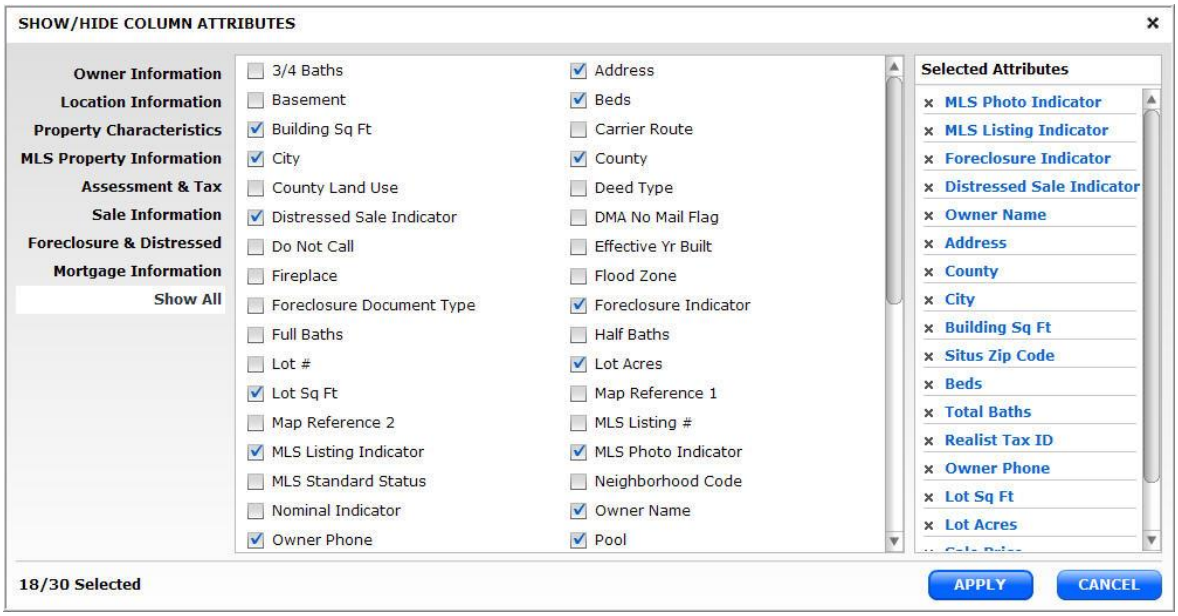
Click the check box above all individual rows on a Grid to select or deselect all properties.



Click **Edit Grid**, then **Show Only Selected Rows** to hide de-selected rows on the Grid.

You can restore the full list of results by clicking **Edit Grid**, then **Restore Full Results List.** Rows on a Grid can also be manually dragged and dropped to totally customize the Grid's order.

To modify columns appearing on the Grid, select the **Edit Grid** option appearing at the lower right hand corner of the Grid. Then select **Show/Hide Columns**, which opens the **Show/Hide Column Attributes** dialog box below.



From the dialog box, select or de-select the columns you wish to display on the Grid, Your selections appear on the **Selected Attributes** panel on the right where you can drag and drop them into the desired order. When you are done designing your personalized Grid, click Apply. A maximum of 30 columns can be selected.

11. Special Indicators on the Realist Grid

Realist provides a series of indicators that you be included on your Grid.

The available indicators, as depicted by the four columns with icons above, are respectively:

- **MLS Photo Indicator:** This indicator signifies a property for which MLS photos are available. Clicking the camera icon opens up a new window allowing you to view up to 25 agent-uploaded photos attached to a listing in your MLS listing solution.

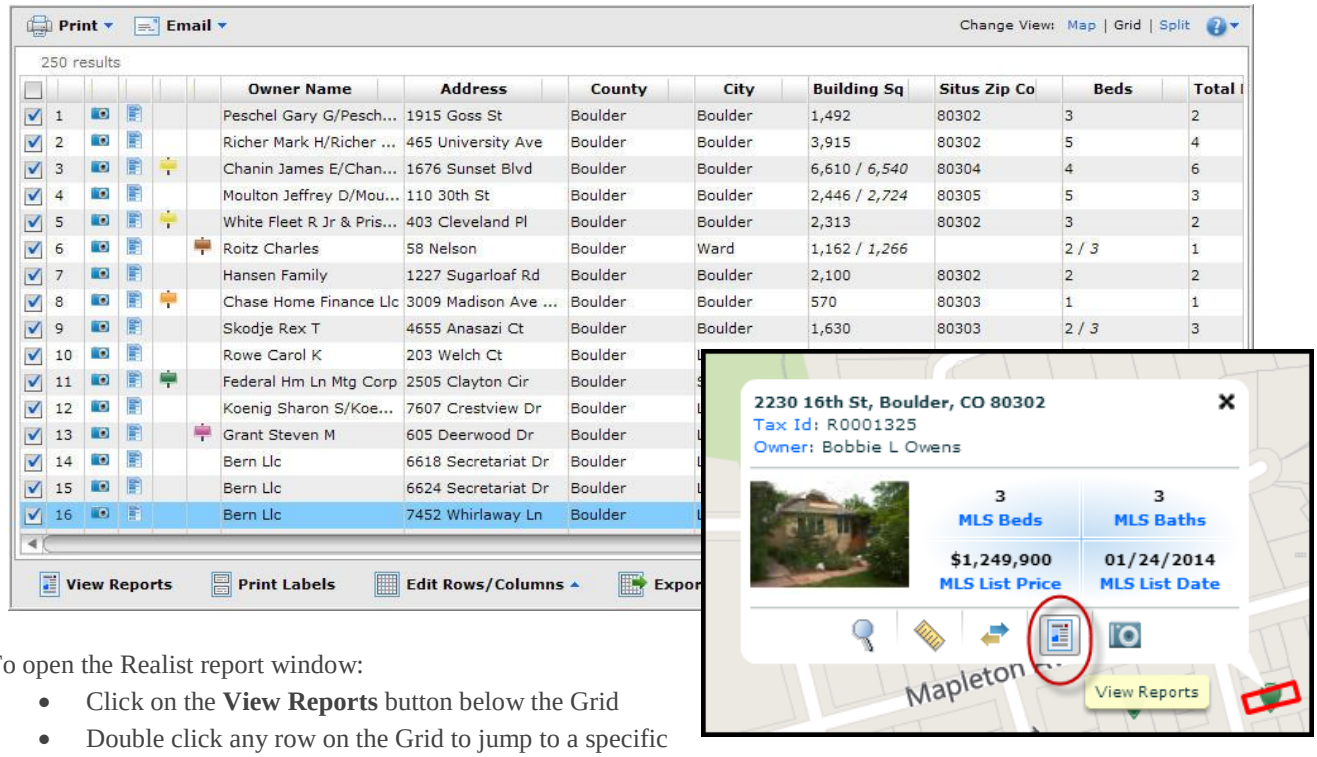
- **MLS Listing Indicator:** This indicator signifies a property that has appeared in your MLS system. Green flags indicate active listings; orange flags indicate pending listings; red flags indicate sold listings, and purple flags indicate expired listings. Click the listing icon to open a new window and display the listing information for that property via your MLS system.

- **Foreclosure Indicator:** This indicator signifies a home with foreclosure activity; orange flags indicate properties in a pre-foreclosure stage, yellow flags indicate properties in an auction stage, and green flags indicate REO properties. Click the flag to instantly open the Foreclosure Report for that property.

- **Distressed Sale Indicator:** This indicator signifies a property for which the prior sale is likely to have either been a short sale or a bank owned (REO) sale. A purple flag predicts that the last sale was a short sale and a brown flag indicates an REO sale.

12. Realist Reports

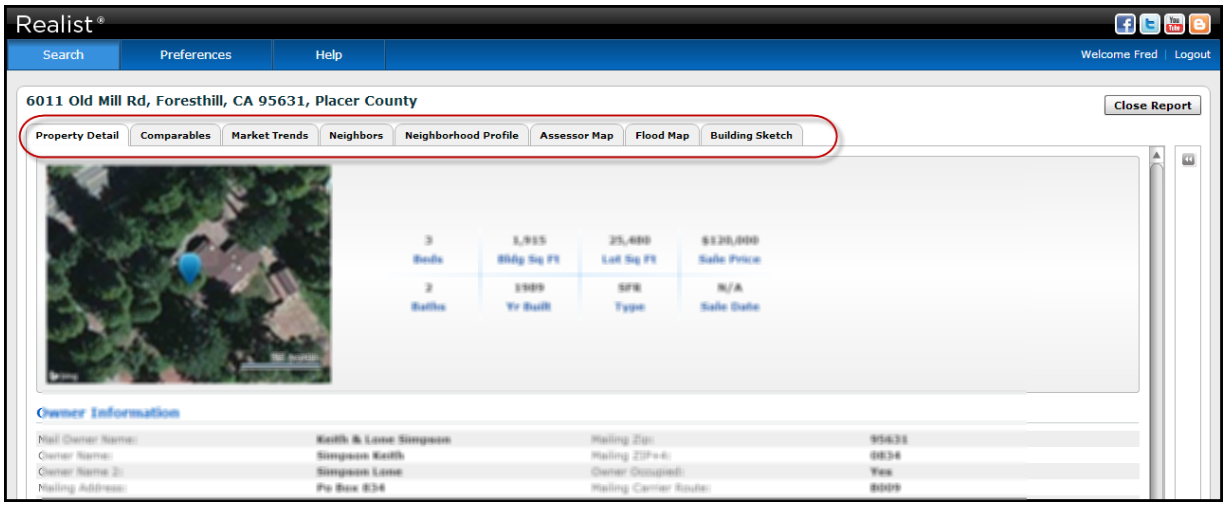
Realist reports convey information about the property, market trends, and the community. The reports can be accessed via the Grid or the Realist map.


Print
Email
Change View: Map | Grid | Split
250 results
Owner Name
Address
County
City
Building Sq
Situs Zip Co
Beds
Total
Peschel Gary G/Pesch... 1915 Goss St Boulder Boulder 1,492 80302 3 2
Richer Mark H/Richer ... 465 University Ave Boulder Boulder 3,915 80302 5 4
Chanin James E/Chan... 1676 Sunset Blvd Boulder Boulder 6,610 / 6,540 80304 4 6
Moulton Jeffrey D/Mou... 110 30th St Boulder Boulder 2,446 / 2,724 80305 5 3
White Fleet R Jr & Pris... 403 Cleveland Pl Boulder Boulder 2,313 80302 3 2
Roitz Charles 58 Nelson Boulder Ward 1,162 / 1,266 2 / 3 1
Hansen Family 1227 Sugarloaf Rd Boulder Boulder 2,100 80302 2 2
Chase Home Finance Llc 3009 Madison Ave ... Boulder Boulder 570 80303 1 1
Skodje Rex T 4655 Anasazi Ct Boulder Boulder 1,630 80303 2 / 3 3
Rowe Carol K 203 Welch Ct Boulder
Federal Hm Ln Mtg Corp 2505 Clayton Cir Boulder
Koenig Sharon S/Koe... 7607 Crestview Dr Boulder
Grant Steven M 605 Deerwood Dr Boulder
Bern Llc 6618 Secretariat Dr Boulder
Bern Llc 6624 Secretariat Dr Boulder
Bern Llc 7452 Whirlaway Ln Boulder
View Reports
Print Labels
Edit Rows/Columns
2230 16th St, Boulder, CO 80302
Tax Id: R0001325
Owner: Bobbie L Owens
3
MLS Beds
3
MLS Baths
$1,249,900
MLS List Price
01/24/2014
MLS List Date
Mapleton
View Reports

To open the Realist report window:

- Click on the **View Reports** button below the Grid
- Double click any row on the Grid to jump to a specific property
- Click on the report icon accessible by clicking on any parcel on a Realist map

The Realist report window is pictured below. Note the series of tabbed reports accessible across the window.



The default view of the report window is always the Property Detail report, but your MLS system may enable you to link from listings in the MLS system directly to other reports available from Realist.

The other reports are accessible by clicking the tabs appearing at the top of the report window. Reports available to your MLS may include:

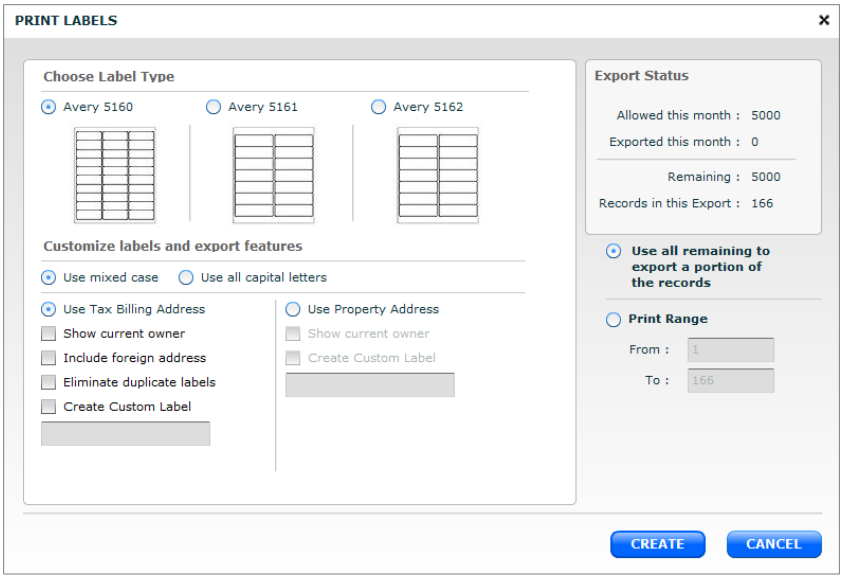
- Comparables
- Market Trends
- Neighbors
- Neighborhood Profile
- Foreclosure
- Flood Maps
- Assessor Maps
- Building Sketches

To close the entire report window, simply click the **Close Report** button appearing at the top right of the window.

13. Printing Labels

Printing mailing labels is incredibly easy. First, select the properties on the Grid for which you wish to print labels. Then click the **Print Labels** button at the bottom of the Grid.

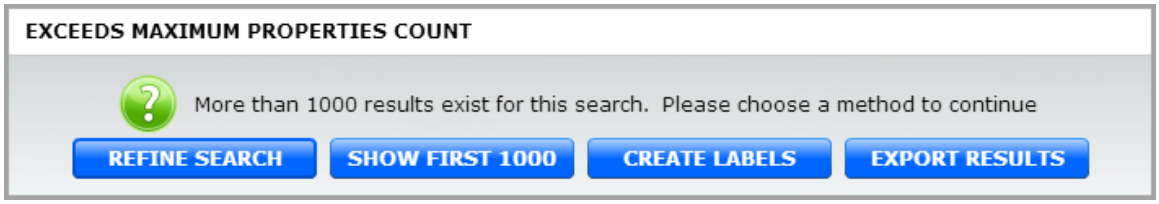
A new **Print Labels** window appears that enables you to select label features including label type, mixed case vs. all CAPS, property or tax billing address, customized salutations, and print range.



Click **Print** to generate and print labels. Labels are prepared in a rich text (RTF) format that can be opened using virtually any word processing software.

Though the total number of records for which you can generate labels or exports is limited each month, you can save the label or export files you generate for future re-use.

Though the maximum number of records displayed by a Realist search is 1,000, you can override that cap to generate 3,000 labels at a time by clicking the **Create Labels** button.


EXCEEDS MAXIMUM PROPERTIES COUNT
More than 1000 results exist for this search. Please choose a method to continue
REFINE SEARCH
SHOW FIRST 1000
CREATE LABELS
EXPORT RESULTS

Please be patient when you are generating large mailing lists; the process to create the labels may take several minutes.

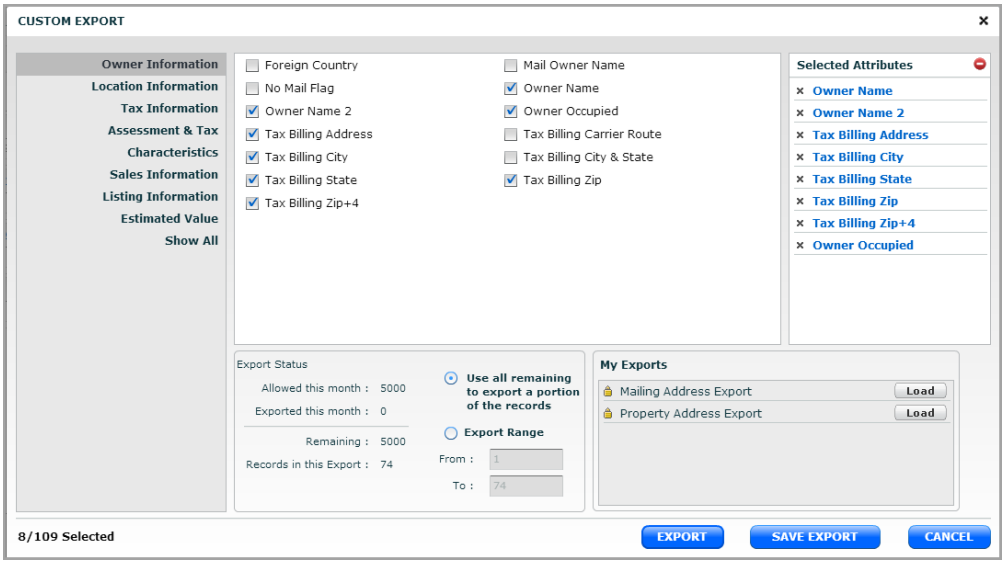
To learn more about the Do Not Mail flag, please refer to Section 4 about Preferences.

14. Exporting Data

Exporting data from Realist is also incredibly easy. First, select the properties appearing on the Grid for which you wish to export data. Then click the **Export** button at the bottom of the Grid.

On the Grid, check the boxes next to each property that you wish to export. Then click the **Export** button at the bottom of the Grid. You have the option to choose:

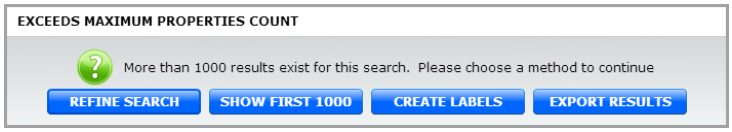
- **Grid** to export all checked records and the columns currently displayed on your Grid.
- **Customize** to select attributes from a wide array of choices offered through the **Custom Export** window pictured below.



On the Custom Export window, check the attributes to export. As you do so, the **Selected Attributes** box displays the fields you have chosen. To remove a selected attribute, click the "**X**" next to it in the Selected Attributes box and it will be removed from your export.

If you wish to save the selected attributes for re-use at a later time, click **Save Export**, which will prompt you to provide a name for the saved export format. Saved formats are available for later use via the **My Exports** box on the lower right corner of the Custom Exports window.

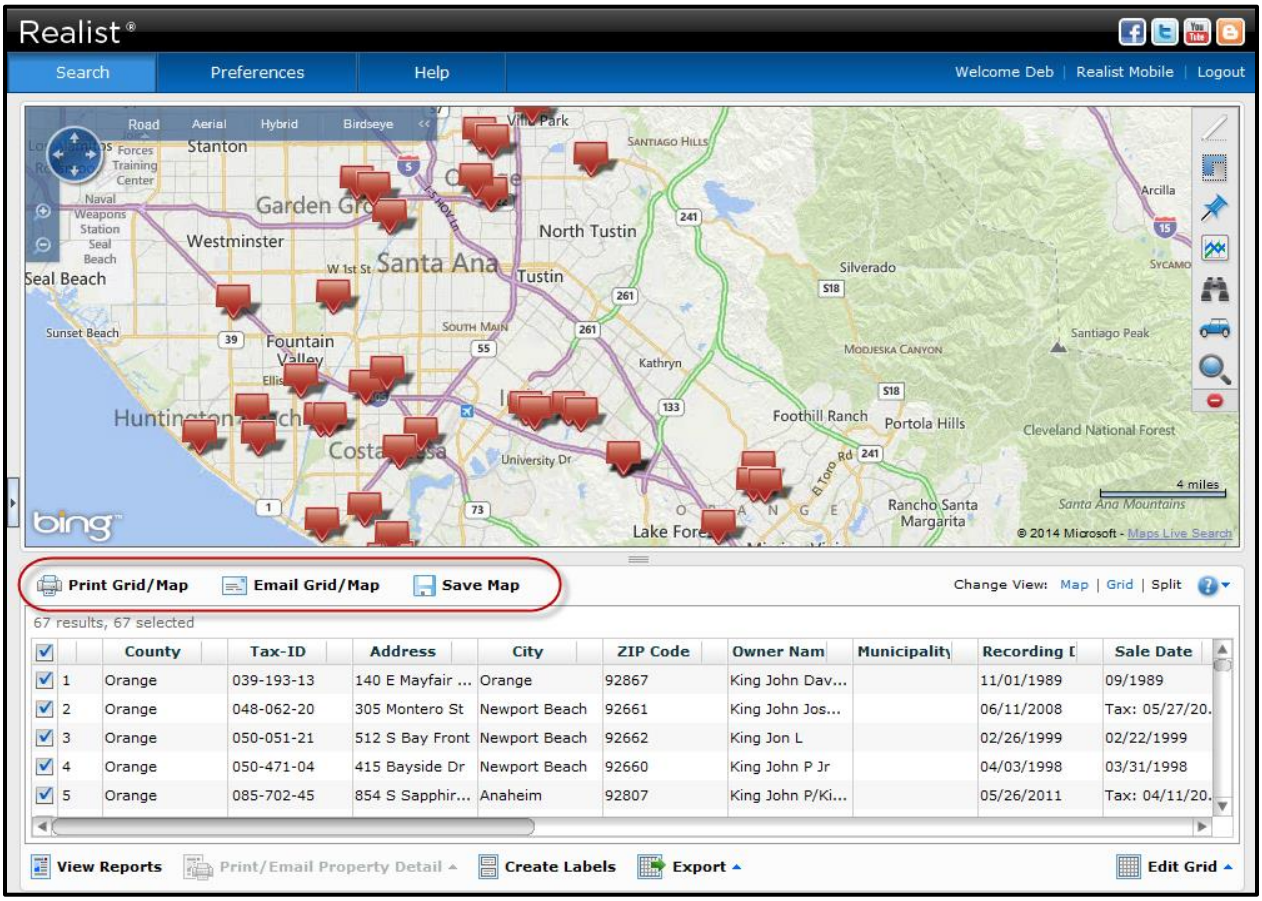
When you are ready to generate the download, click **Export.** Exports are prepared in a CSV format that can be opened using virtually any spreadsheet software. Export files can also be saved for your future re-use.


EXCEEDS MAXIMUM PROPERTIES COUNT
More than 1000 results exist for this search. Please choose a method to continue
REFINE SEARCH
SHOW FIRST 1000
CREATE LABELS
EXPORT RESULTS

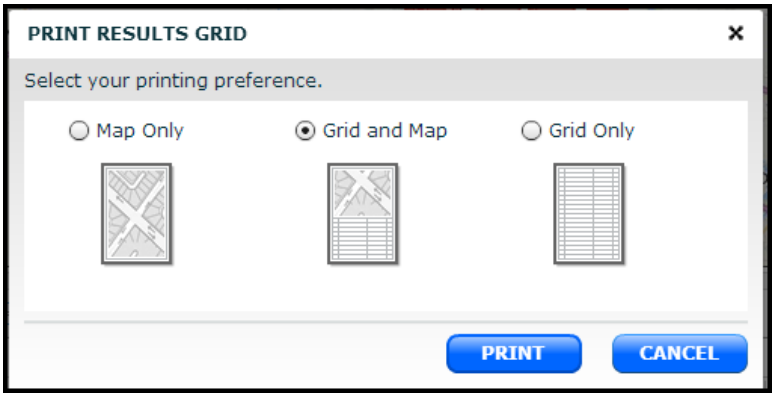
Though the maximum number of records displayed by a Realist search is 1,000, you can override that cap to export 3,000 records at a time by clicking the **Export Results** button. Please be patient when you are generating exports; the process to create the labels may take several minutes.

15. Printing & Emailing the Grid and/or Map and Saving Map

Printing and Emailing the Grid and/or Map are popular and easy-to-use Realist features. To start, simply click **Print Grid/Map** or **Email Grid/Map**.


Realist®
Search
Preferences
Help
Welcome Deb | Realist Mobile | Logout
Print Grid/Map
Email Grid/Map
Save Map
Change View: Map | Grid | Split
67 results, 67 selected
County
Tax-ID
Address
City
ZIP Code
Owner Nam
Municipality
Recording D
Sale Date
1 Orange 039-193-13 140 E Mayfair ... Orange 92867 King John Dav... 11/01/1989 09/1989
2 Orange 048-062-20 305 Montero St Newport Beach 92661 King John Jos... 06/11/2008 Tax: 05/27/20.
3 Orange 050-051-21 512 S Bay Front Newport Beach 92662 King Jon L 02/26/1999 02/22/1999
4 Orange 050-471-04 415 Bayside Dr Newport Beach 92660 King John P Jr 04/03/1998 03/31/1998
5 Orange 085-702-45 854 S Sapphir... Anaheim 92807 King John P/Ki... 05/26/2011 Tax: 04/11/20.
View Reports
Print/Email Property Detail
Create Labels
Export
Edit Grid

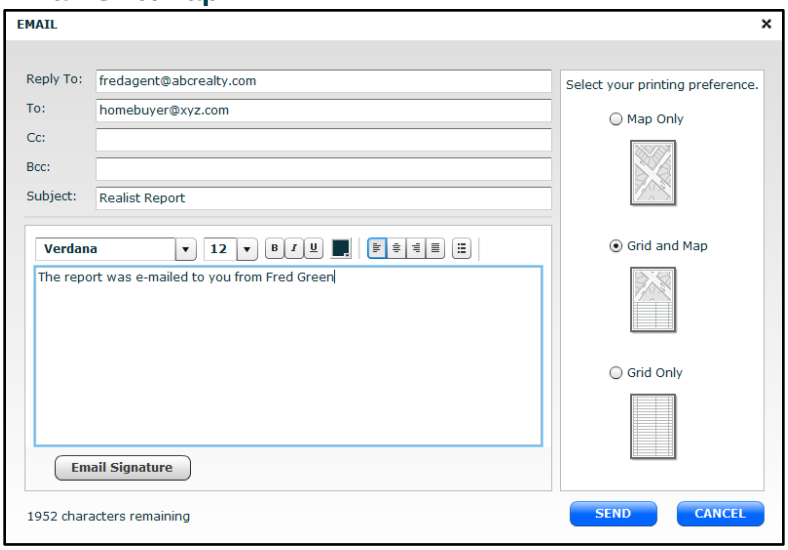
Print Email/Grid



Selecting **Print Grid/Map** displays the dialog box appearing to the left. Choose to print Map Only, Grid and Map, or Grid Only.

The report generated for the Grid is a PDF, with a multi-line representation of the columns on the Grid that is formatted specifically for effective printing.

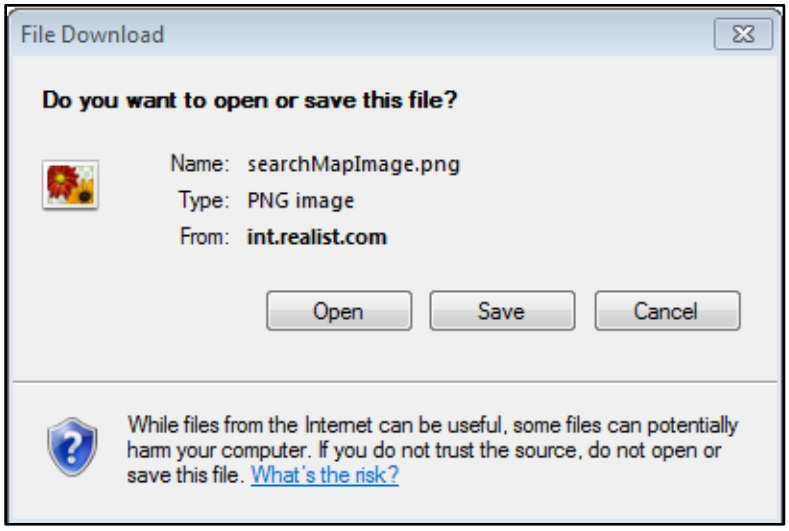
Email Grid/Map



Selecting **Email Grid/Map** displays the dialog box appearing to the left.
Complete email requirements, including at least your email address and that of your recipient, plus any changes you wish to the subject line, body of the email, and your signature.

Then select to email the Map Only, Grid and Map, or Grid only.
The selected report will be attached to your email as a PDF.

Save Map

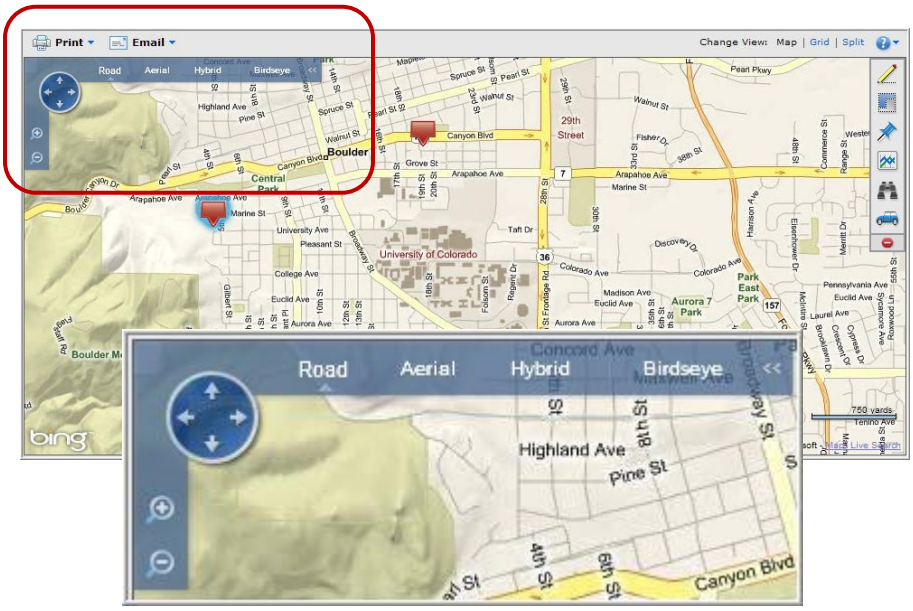

File Download
Do you want to open or save this file?
Name: searchMapImage.png
Type: PNG image
From: int.realist.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Selecting **Save Map** displays the dialog box appearing to the left.
You can choose to Open the Map Image, or Save the Map Image to your computer.

The map image will display exactly as it is on your screen, including any properties or layers you may have selected.

Core Features

Realist maps offer core features and controls on the upper left hand corner of the map. They are:



- Click the **Plus** (+) or **Minus** (-) signs to **Zoom** in or out; alternatively you can zoom by using the left or the scroll wheel on your mouse.

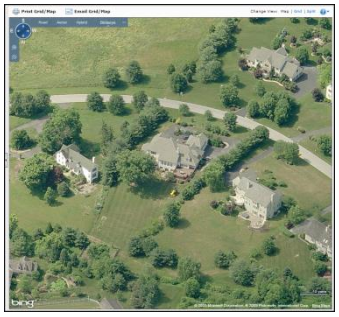
- Click points of the **Compass** to pan the map left, right, up or down. You can also simply click and drag on the map to the map to pan in any direction.

- Click **Road** to display roads, significant geography, as well as principal points of interest. This is the default view each time Realist maps are initially displayed.

- Click **Aerial to** layer photographic imagery of the homes and terrain over the road view.

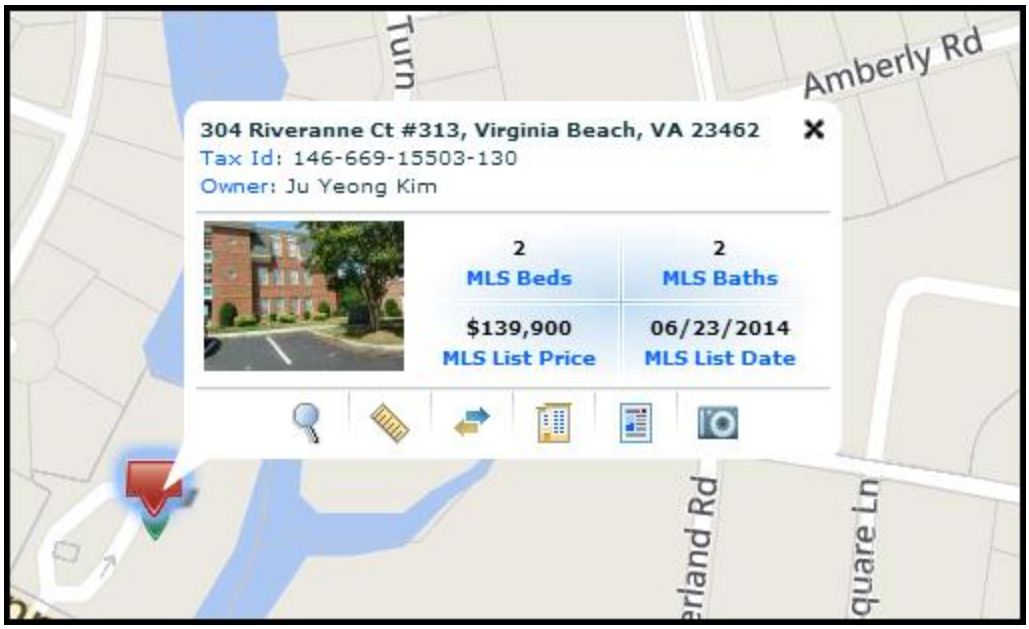
- **Click Hybrid** to layer street names and geographical references over an aerial view.

- Click **Birdseye** to view homes and terrain at an oblique angle. Birdseye enables you to view the image from four vantage points; click each point on the Compass to rotate through the views. Birdseye also supports two zoom levels; click the Plus or Minus sign to select the zoom level you prefer.



Identify

Click any location for which the boundary lines of a property are displayed to display thumbnail information about the property.



The pop up offers the following icons and corresponding options:

	Click the **Magnifying Glass** to zoom directly to a detailed map view of the property.
	Click the **Ruler** to display estimated lot dimensions for the property.
	Click the **Left/Right Arrows** to link directly to your MLS system and a view of the detailed listing information.
	Click the **Search All Units** icon to open a Realist Grid view of all the properties located in a multi-unit building.
	Click the **Repor**t icon to view the Realist Property Detail and other reports for the property.
	Click the **Photo** icon to open a new window displaying a gallery of listing photos for the property.

The displayed options will vary from property to property. For example, the Photo icon will only appear when photos are available for the specific property.

Introduction to the Map Tools

Each icon appearing on the top right of the Realist map opens a suite of corresponding tools. They are:

	Shape Drawing Tools enable you to define one or more areas on the map in which you wish to search or obtain dimensions. Note that drawing tools are not accessible when you are using Quick Search; please click My Search to enable the drawing tools.
	Boundaries enable you to overlay boundaries for zip codes, cities, school districts and other areas on a map.
	Property and Sales Information enables you to identify properties that are distressed, multiply listed, recently sold, or to display properties characteristics and current valuations.
	Trends enable you to display heat maps that show sales, valuation and distressed property trends by zip code or neighborhood.
	Points of Interest enables you to display the location of local businesses and services in a neighborhood.
	Driving Directions enables you to plot point to point directions on a map, accompanied by a turn by turn narrative for the trip.
	Locate on the Map enables you to enter an address, town, or key point of interest on which to re-center the map.
	Clear Map Tools enables you to instantly clear the layers you have displayed on a map and begin anew.

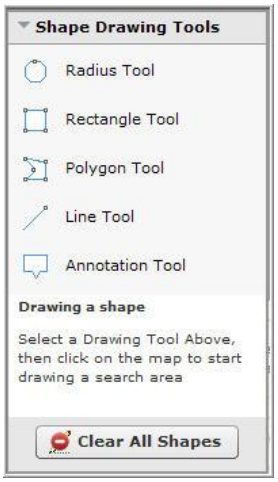
To open a tool and view its corresponding options, click on the corresponding icon. To hide the tool, click on the icon again.

Layers selected using map tools are displayed on a map concurrently. For example, you can concurrently display neighborhood boundaries along with flags locating properties that sold in the past 12 months. But you can only display 6 layers on a map at a time; you cannot insert additional layers until you use Clear Map Tools to clear all layers or disable specific layers.

Users find they use the same layers again and again on Realist maps. For that reason, Realist memorizes the layers you last chose to view and will show them again on your subsequent visits to Realist.

The following sections provide additional insight into using each individual map tool.

Shape Drawing Tools



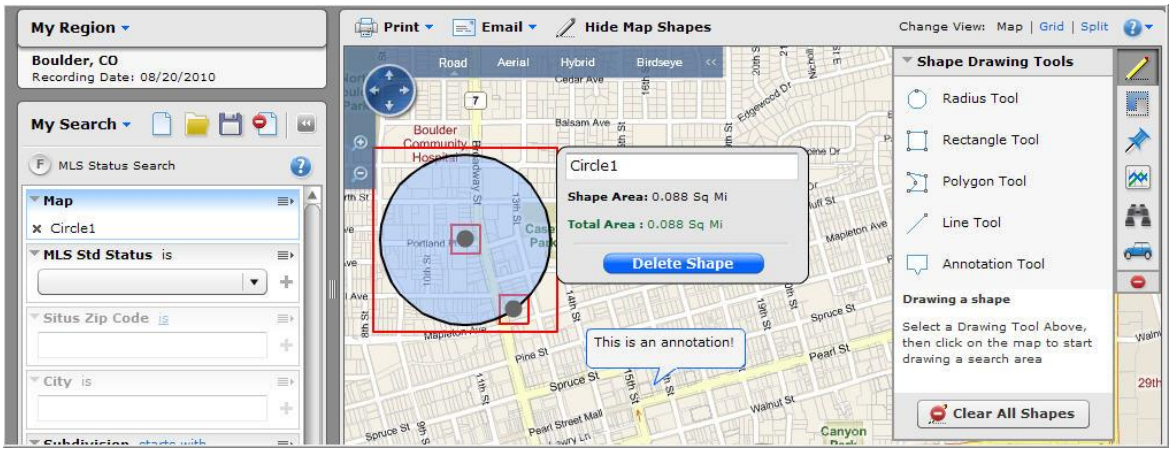
Click **Radius**, **Rectangle** or **Polygon** to draw a shape in which you wish to perform a search. Radius draws a circle, rectangle draws a box, and polygon draws irregular, multi-sided shapes. You can draw *multiple* circles, rectangles or polygons to be searched on a map.

Circles and **Rectangles** are drawn by clicking on the map, letting go, and moving the mouse to create the shape size, then clicking again when it is the desired size.

Polygons are drawn by clicking as many points on the map as you like. Click on the point where the polygon started or by double clicking to close the shape.
Shapes can be moved after they are drawn by clicking and dragging the shape. Shape sizes and dimensions can also be edited by clicking on them, then clicking and dragging the grey circles on the shapes to morph the shape and size.

Each time you draw a shape, it is added to the My Search panel as a search attribute. Each shape is given a specific name (for example, Polygon 1, Circle 2, etc.) You can perform a search, then change attributes and add search criteria in the same way that you do in any other search, but the results are always limited to the constraints of the shape(s) that you have drawn.

Clicking a shape provides a pop up that includes information on the size of the shape you drew and allow you to re-name the shape.



To delete a shape, click the "**X**" next to it on the My Search panel. Or, click on the shape on the map and select Delete Shape via the pop-up window. Or, click the **Clear All Shapes** selection on the Map Tools menu.

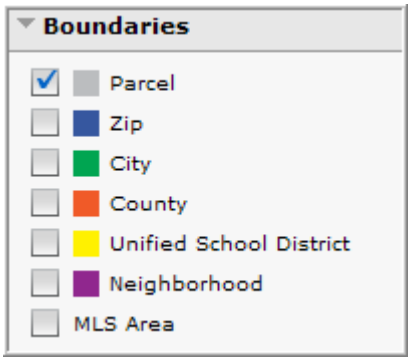
Shapes can also be hidden or shown using the **Hide/Display Map Shapes** button on the menu bar.
Searches can span one or more shapes you draw on a map, but the maximum area of all defined shapes for which Realist will search is 6.875 square miles.

Line Tool enables you to measure the distance between points on a map. Clicking on the map allows you to change the direction of your measurement and offers a running total of the distance of the line you have drawn. Double click to end the line to terminate drawing.

The **Annotation** tool enables you to enter and display on the map. Clicking and dragging allows you to move the text box in a desired location. You can delete the text box by clicking on it and selecting delete.

Boundaries

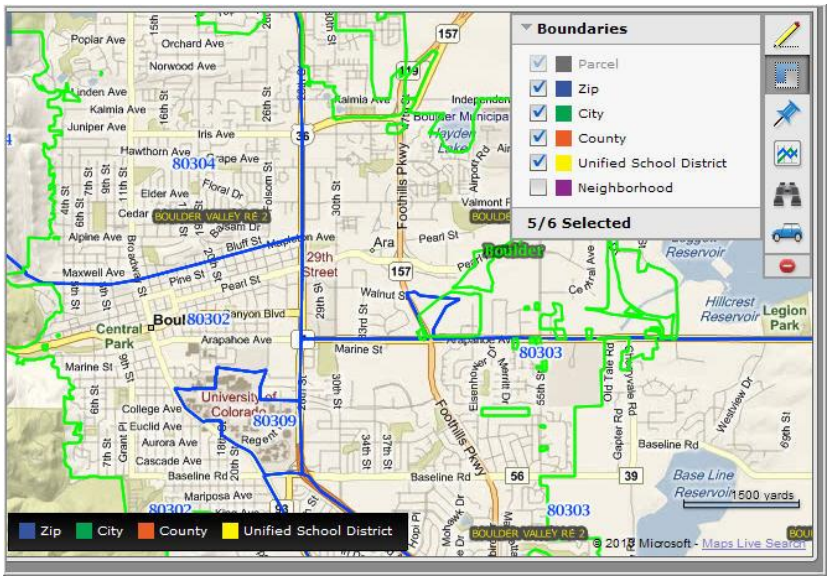
It is often important to know whether a home is located in or outside a city, school district or other jurisdiction. Boundaries can help!



Click Parcel to display the lot lines of each property. Parcels appear only when the scale displayed on the map's lower right hand corner is 150 yards or less.

Click Zip, City, County or Unified School District to display the boundaries of each.

Click Neighborhood to display the boundaries of common neighborhoods on the map. Click MLS Area if these boundaries are supported for your MLS.



Selected boundaries appear in a legend at the bottom of the map indicating the color of each. If a boundary does not appear in legend, it is not available at that level of resolution.

Property & Sales Information

Maps spring to life when you overlay property and sales information. Each item you select appears on a legend at the bottom of the map. Click each category to open the options; click the category again to minimize its options.

Click **Distressed Properties** to select and plot the location of pre-foreclosure, auction, or REO properties, as well as the locations of short sales or REO sales.

Click **Sales and Values** to flag:

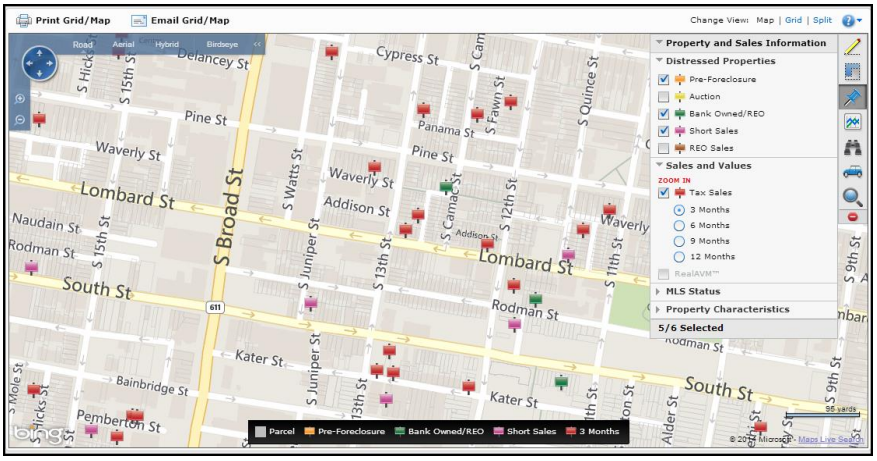
- **Tax Sales** recorded sales in the past 3, 6, 9 or 12 months. Tax Sales include FSBOs.
- **RealAVM** to plot estimated values on top of each property.

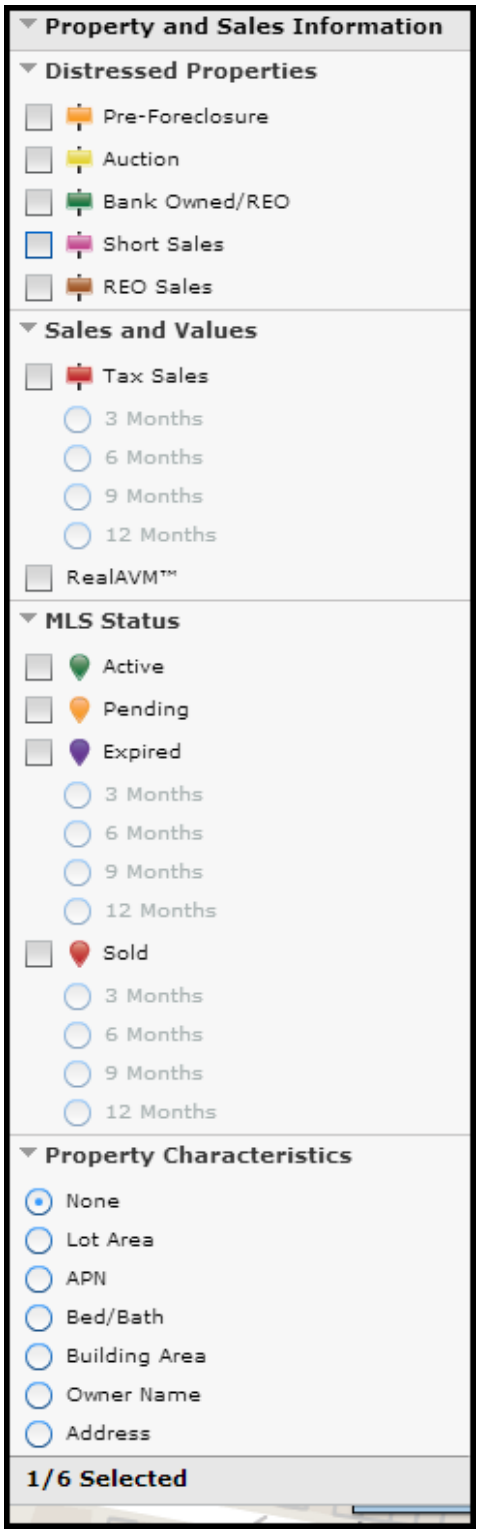
Click **MLS Status** to flag the location of Active, Pending or Expired listings. Sold and expired listings must be filtered within 3, 6, 9 or 12 months.

Click **Property Characteristics** to overlay information such as lot area, bed/bath, or building area of properties on the map.

Note that the tool bar pictured to the right shows the flag associated with each selection. As shown on the sample map below, the selected flags are also displayed on a legend at the bottom of the map.

Note that tools such as Lot Area without a corresponding icon display the data itself overlaying each property.





Trend Layer

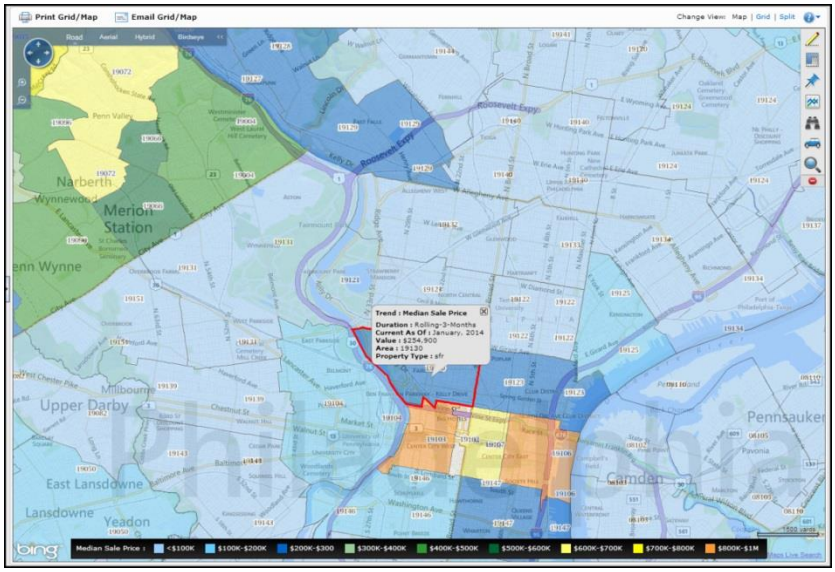
The **Trend Layer** enables you to visualize patterns related to home sales, values and distressed properties on a map. You may know these layers as heat maps or thematic maps. To display a Trend Layer, you must select:

Type of trend: Such as Median Sale Price, Sales Activity, or % of homes in Foreclosure. Select None to turn off the Trend Layer.

Aggregation Level: Select Zip Code or Neighborhood

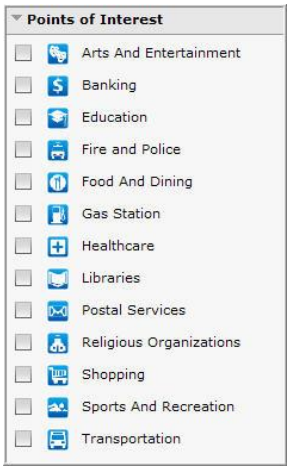
Property Type: Select Single Family Residential, Condos or both.

You can optionally select an **Opacity Scale**. Think of opacity as the level of transparency. Lower opacity reveals more of the underlying layers; higher opacity obscures the underlying layers.



Click on an area while pressing the **Ctrl** key to see more information about the trend data in a specific neighborhood or zip code.

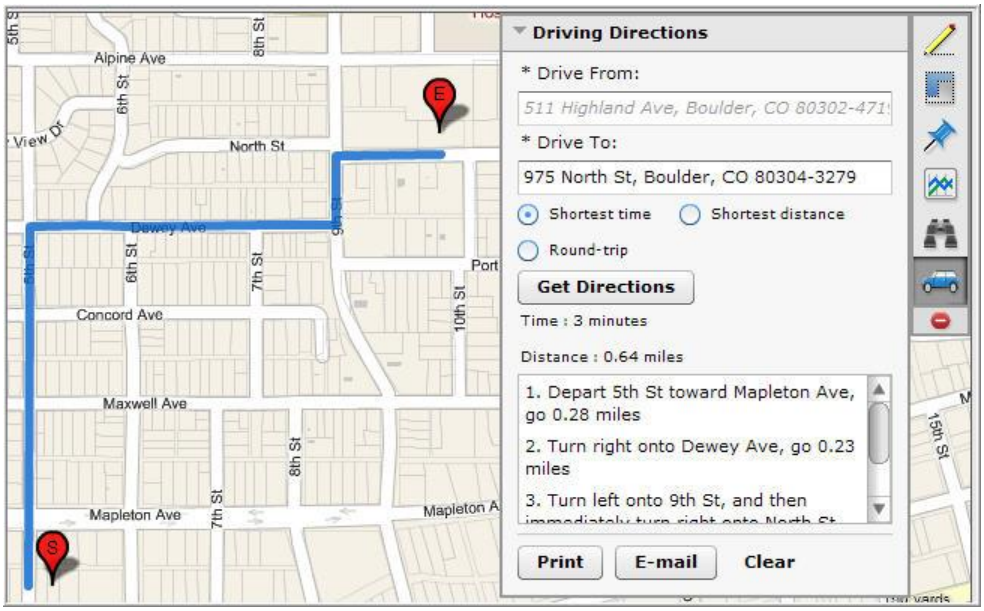
Points of Interest



Points of Interest enable you to depict the location of businesses and services near a home or in a community. For example, you may wish to show a prospective buyer the location of restaurants and shopping locations near a home.

Click the icon for each point of interest displayed on a map to learn the address and contact information about that point of interest.

Driving Directions

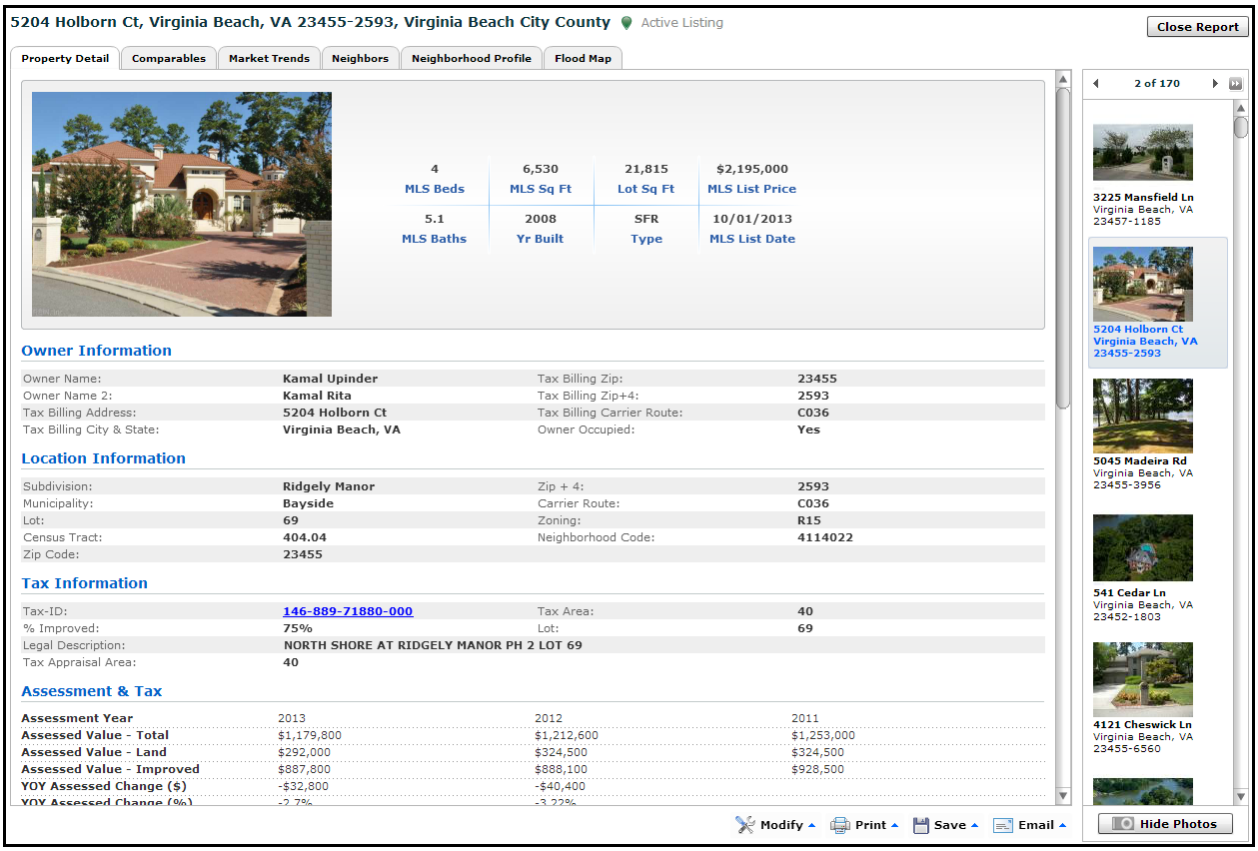


To load driving directions on the map, enter the starting and ending point in the **Drive From** and **Drive To** dialog box. To automatically populate address information into the boxes, right-click on the map and select **Drive From** or **Drive To**.

Directions can be set for shortest time, distance and round trip calculations. They can also be printed or emailed from Realist by using the **Print** or **Email** buttons at the bottom of the Directions Toolbox.
To remove driving directions from the map, you must click in the **Clear** button contained in the Driving Directions dialog box.

16. Property Detail Report

The **Property Detail Report** is the key and default Realist report for properties.



Navigating the Property Detail Reports

To the right of the Property Detail Report is a vertical list of all properties appearing on the Grid. Click any property on the list to view that Property Detail report. Or click on the left or right arrow above the list to navigate to the previous or next property on the list.

Report Sections

While the content of each Property Detail reports vary from county to county, property to property, and MLS to MLS, **Property Detail Reports** are universally organized by grouping like data in sections such as:

- Property Summary
- Owner Information
- Foreclosure Information
- Location Information
- Tax Information
- Assessment & Tax Table
- Characteristics
- Features
- Estimated Value
- Listing Information
- Last Market Sale & Sales History
- Mortgage History
- Foreclosure History
- Property Map

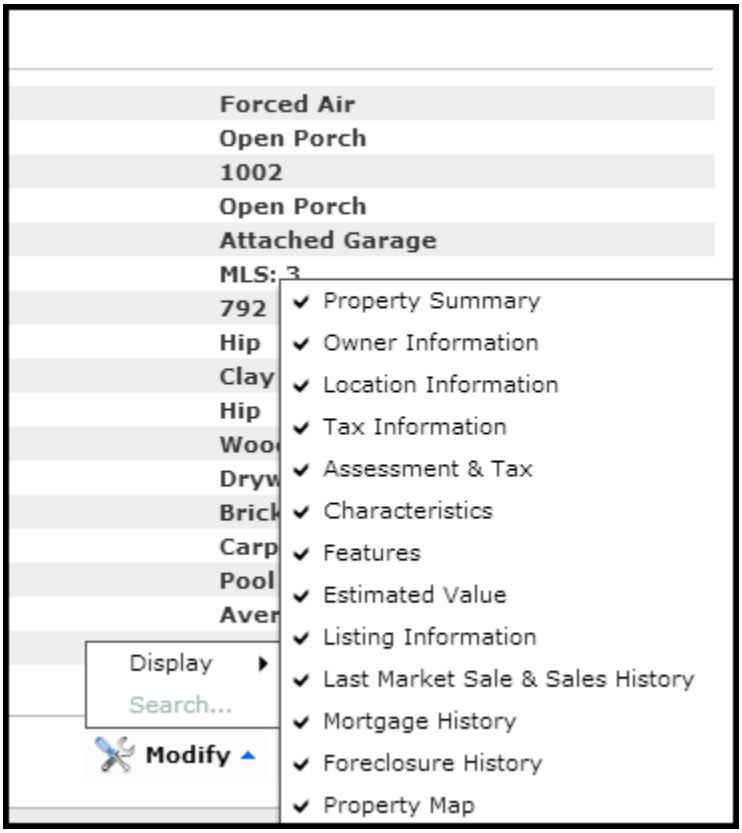
Section Controls

You can show or hide sections that appear on the Property Detail Report by clicking on the **Modify** button below the report window, then selecting **Display**.

Then click on each section of the report you wish to show or hide. When your selections are final, move your mouse outside the selection box to finish.

Realist memorizes your selections and will continue to show the selected sections until you modify the sections you wish to view again.

The choices you make here also directly impact the content of reports you print or email. For example, to remove mortgage history from an email to a client, hide that report section before printing or emailing the report.



County Links

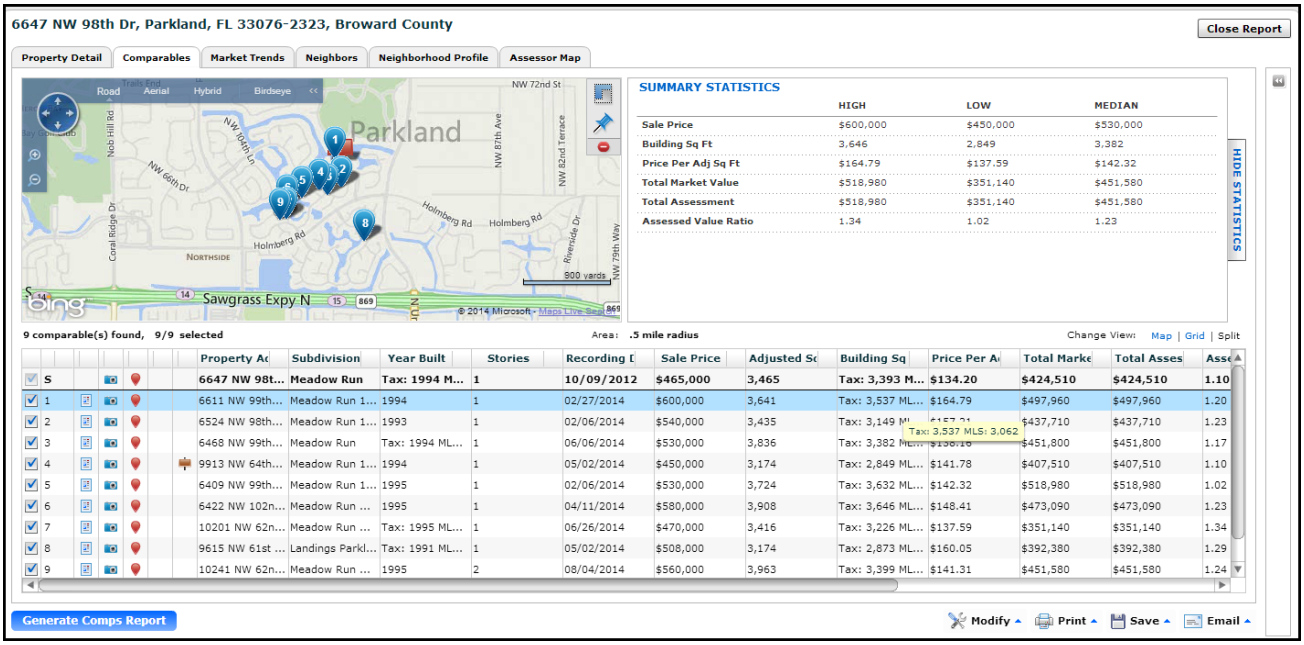
Depending on the Realist configuration developed for your MLS, Property Detail Reports may also include links:

- From the APN or Tax-ID to the county assessor's site to display assessor information
- From a County Treasurer button to a county treasurer's site to determine tax payment status
- From the document number to the county recorder's site to display a copy of the recorded document

17. Comparables Report

Click the **Comparables** tab to automatically display a list of potentially comparable sales, select the one you wish to use, and then click Generate Comparables Report. If you wish, you may also modify the default search criteria and re-run the search prior to selecting the sales you wish to use.

Selecting Comparables



When a comparable search completes, it displays:

- A **Comparables Map** on the upper left depicting the geographic location of the subject and each prospective comparable
- **Summary Statistics** on the upper right depicting high, low and median metrics about the selected comparables.
- A **Comparables Grid** on the lower half of the window depicting basic facts about the Subject property on the top row and prospective comparables on subsequent rows

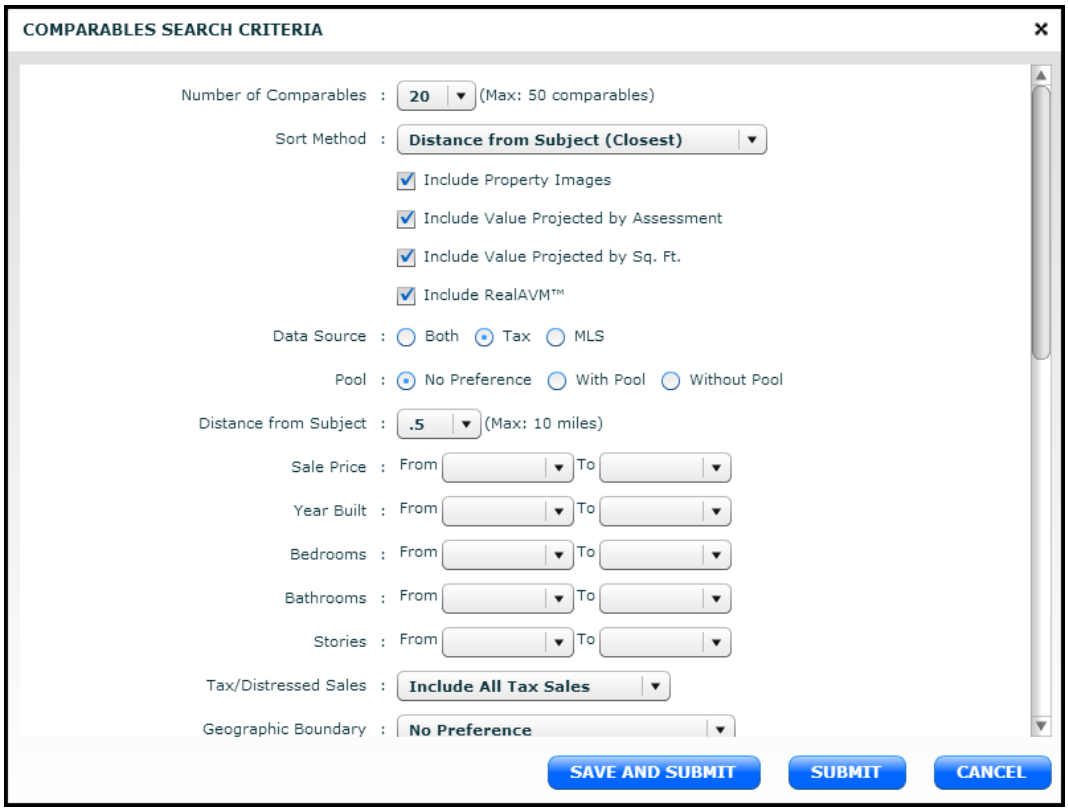
Each row on the **Comparables Grid** can be selected or deselected. As you select and deselect properties on the Comparables Grid, the Comparable Map and the Summary Statistics are automatically updated.

Review each section – the Comparables Grid, Comparables Map and Summary Statistics -- to determine which properties will result in the most effective final report. Also note that you can:

- Click the **View Property Detail** icon on each row if you wish to fully explore property information before deciding if the property is truly comparable.
- Click the **Hide Statistics** button on the far right if you wish to enlarge the Comparables Map.
- Click **Map | Grid | Split** to toggle between different views.

When you have chosen all the comparable properties for your report, click the **Generate Comps Report** button below the Comparables Grid. Your report will be available in a moment.

Modifying the Comparable Search Criteria
From time to time, you will find it useful to modify the criteria to find, sort, and report comparable data.


COMPARABLES SEARCH CRITERIA
Number of Comparables : 20 (Max: 50 comparables)
Sort Method : Distance from Subject (Closest)
Include Property Images
Include Value Projected by Assessment
Include Value Projected by Sq. Ft.
Include RealAVM™
Data Source : Both Tax MLS
Pool : No Preference With Pool Without Pool
Distance from Subject : .5 (Max: 10 miles)
Sale Price : From To
Year Built : From To
Bedrooms : From To
Bathrooms : From To
Stories : From To
Tax/Distressed Sales : Include All Tax Sales
Geographic Boundary : No Preference
SAVE AND SUBMIT
SUBMIT
CANCEL

Key search criteria options with which you should be familiar are:

- **Number of Comparables**
  Select the maximum number of comparables to potentially include on a report. You can select 5 to 50 properties.

- **Sort Method**
  Select the means by which to order comparable sales. The default sort sequence is by **Distance from the Subject Property**, and other sort options include by **Sale Date**, by **Sale Price**, and by **Living/Building Area**.

- **Report Options**
  Four report options enable you to **Include Property Images**, **Include Value Projected by Assessment**, **Include Value Projected by Square Feet**, and **Include RealAVM** on the final comparable report.

- **Data Source**
  You can search comparables **Tax** data, **MLS** data, or **Both**. Note that Comparable Searches using Tax data permit you to also utilize criteria pertaining to Distressed Sales.

- **Distance from Subject**
  Choose the maximum distance from the subject property that you wish to find comparable sales. You can select distances from a tenth of a mile to 10 miles.

- **Sale Price**
  Entering a high and/or low sales price plainly enables you to find comparables within a defined range. Less obviously, entering a low sales price enables you to eliminate closed rental transactions that may otherwise be returned as comparable sales within MLS data.

When you complete modifications to the Comparable Search Criteria, click:

- **Save and Submit** saves the revised criteria for future searches, then executes the search.
- **Submit** executes the search without saving the revised criteria.
- **Cancel** abandons the changes and exits the Comparables Search Criteria screen.

Generating the Comparable Report

When you are ready to prepare the Comparable Report, click the Generate Comps Report button on the lower left of the comparable screen. The report will be generated in a moment and contain:

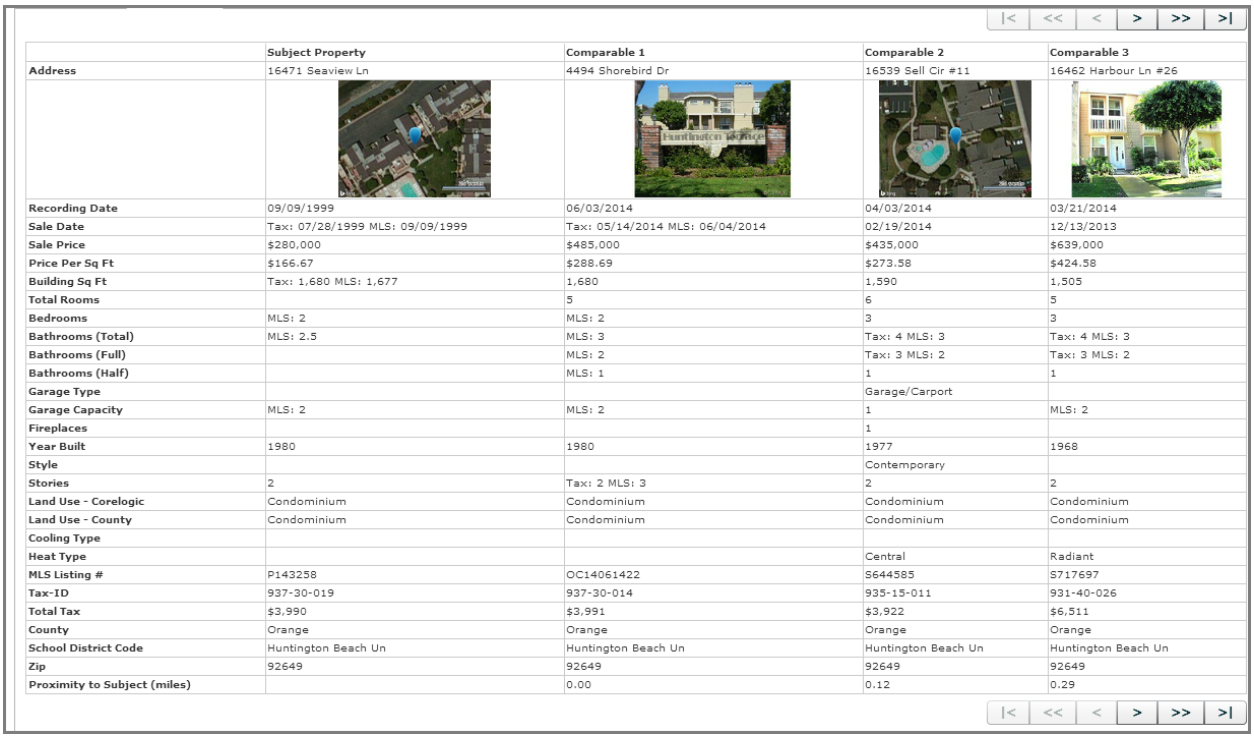
The default display includes:

- **Map** showing the location of the subject and comparable properties

- **Search Criteria** appear at the top of the Comparable Report

- **Summary Statistics** for the selected subject property and selected comparable sales. Statistics show the high, low, median and average values for the subject property and the selected comparables. Statistics may also include:
  - The projected value of the subject property calculated by applying the average price per square foot of the selected comparables to the square footage of the subject property
  - The projected value of the subject property calculated by applying the average ratio between sale price and assessed value for the selected comparables to the assessed value of the subject property
  - RealAVM, the estimated value applied by the CoreLogic automated valuation engine

All comparable reports include the columnar comparison of the subject property and selected comparables pictured below. Click the right and left arrows to traverse back and forth through the comparables.



	Subject Property	Comparable 1	Comparable 2	Comparable 3
Address	16471 Seaview Ln	4494 Shorebird Dr	16539 Sell Cir #11	16462 Harbour Ln #26
Recording Date	09/09/1999	06/03/2014	04/03/2014	03/21/2014
Sale Date	Tax: 07/28/1999 MLS: 09/09/1999	Tax: 05/14/2014 MLS: 06/04/2014	02/19/2014	12/13/2013
Sale Price	$280,000	$485,000	$435,000	$639,000
Price Per Sq Ft	$166.67	$288.69	$273.58	$424.58
Building Sq Ft	Tax: 1,680 MLS: 1,677	1,680	1,590	1,505
Total Rooms		5	6	5
Bedrooms	MLS: 2	MLS: 2	3	3
Bathrooms (Total)	MLS: 2.5	MLS: 3	Tax: 4 MLS: 3	Tax: 4 MLS: 3
Bathrooms (Full)		MLS: 2	Tax: 3 MLS: 2	Tax: 3 MLS: 2
Bathrooms (Half)		MLS: 1	1	1
Garage Type			Garage/Carport	
Garage Capacity	MLS: 2	MLS: 2	1	MLS: 2
Fireplaces			1	
Year Built	1980	1980	1977	1968
Style			Contemporary	
Stories	2	Tax: 2 MLS: 3	2	2
Land Use - Corelogic	Condominium	Condominium	Condominium	Condominium
Land Use - County	Condominium	Condominium	Condominium	Condominium
Cooling Type				
Heat Type			Central	Radiant
MLS Listing #	P143258	OC14061422	S644585	S717697
Tax-ID	937-30-019	937-30-014	935-15-011	931-40-026
Total Tax	$3,990	$3,991	$3,922	$6,511
County	Orange	Orange	Orange	Orange
School District Code	Huntington Beach Un	Huntington Beach Un	Huntington Beach Un	Huntington Beach Un
Zip	92649	92649	92649	92649
Proximity to Subject (miles)		0.00	0.12	0.29

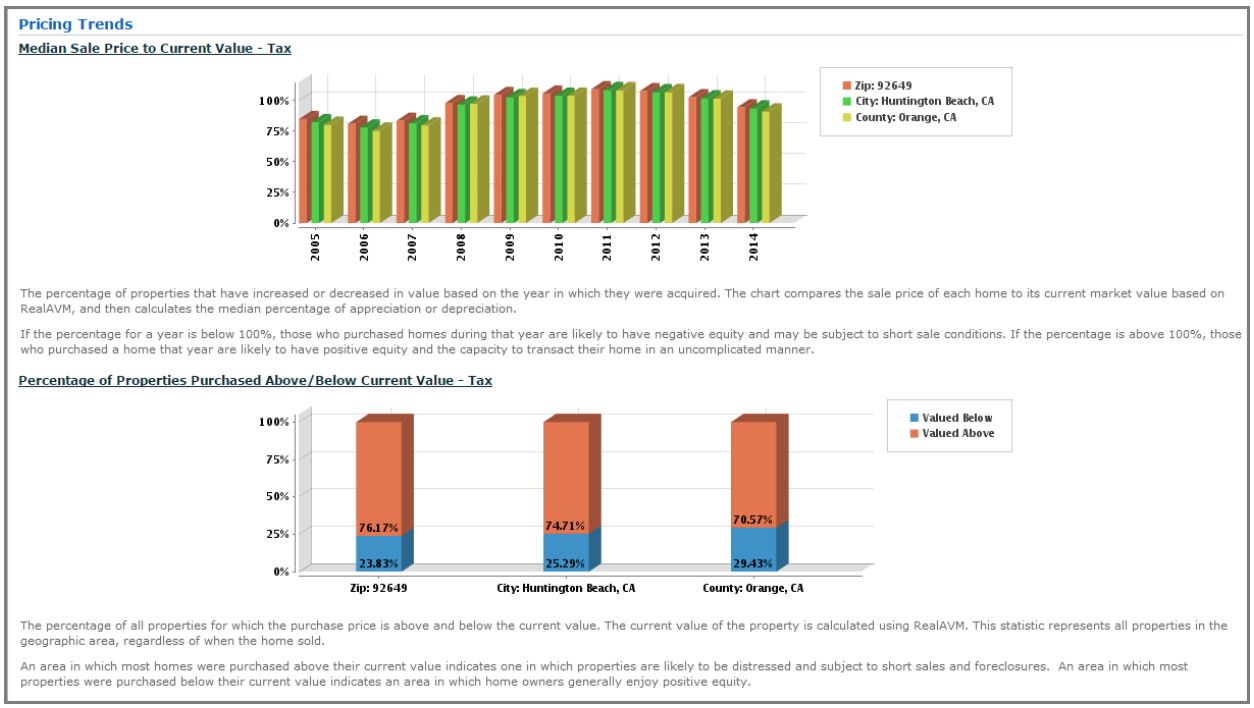
Click on the **Edit Report** button if you wish re-select the comparable sales to be included on the report.

The search criteria can be modified by clicking **Modify**, then **Search**.

The default report sections can be modified by clicking **Modify**, then **Display**.

18. Market Trends Report

Click the **Market Trends** tab at the top of the report window to review detailed market trends for the locale surrounding a home. Market Trends are compiled from data collected by Realist and the MLS.


Pricing Trends
Median Sale Price to Current Value - Tax
100%
75%
50%
25%
0%
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
Zip: 92649
City: Huntington Beach, CA
County: Orange, CA
The percentage of properties that have increased or decreased in value based on the year in which they were acquired. The chart compares the sale price of each home to its current market value based on RealAVM, and then calculates the median percentage of appreciation or depreciation.
If the percentage for a year is below 100%, those who purchased homes during that year are likely to have negative equity and may be subject to short sale conditions. If the percentage is above 100%, those who purchased a home that year are likely to have positive equity and the capacity to transact their home in an uncomplicated manner.
Percentage of Properties Purchased Above/Below Current Value - Tax
100%
75%
50%
25%
0%
76.17%
23.83%
74.71%
25.29%
70.57%
29.43%
Zip: 92649
City: Huntington Beach, CA
County: Orange, CA
Valued Below
Valued Above
The percentage of all properties for which the purchase price is above and below the current value. The current value of the property is calculated using RealAVM. This statistic represents all properties in the geographic area, regardless of when the home sold.
An area in which most homes were purchased above their current value indicates one in which properties are likely to be distressed and subject to short sales and foreclosures. An area in which most properties were purchased below their current value indicates an area in which home owners generally enjoy positive equity.

The Market Trends Report is an excellent way to deliver information about recent market conditions in a specified area and provides you with colorful charts and graphs to enhance reports that you can print, save or email to clients.

Market Trends are broken into the following categories:

- Pricing Trends
- Market Activity
- Distressed Properties

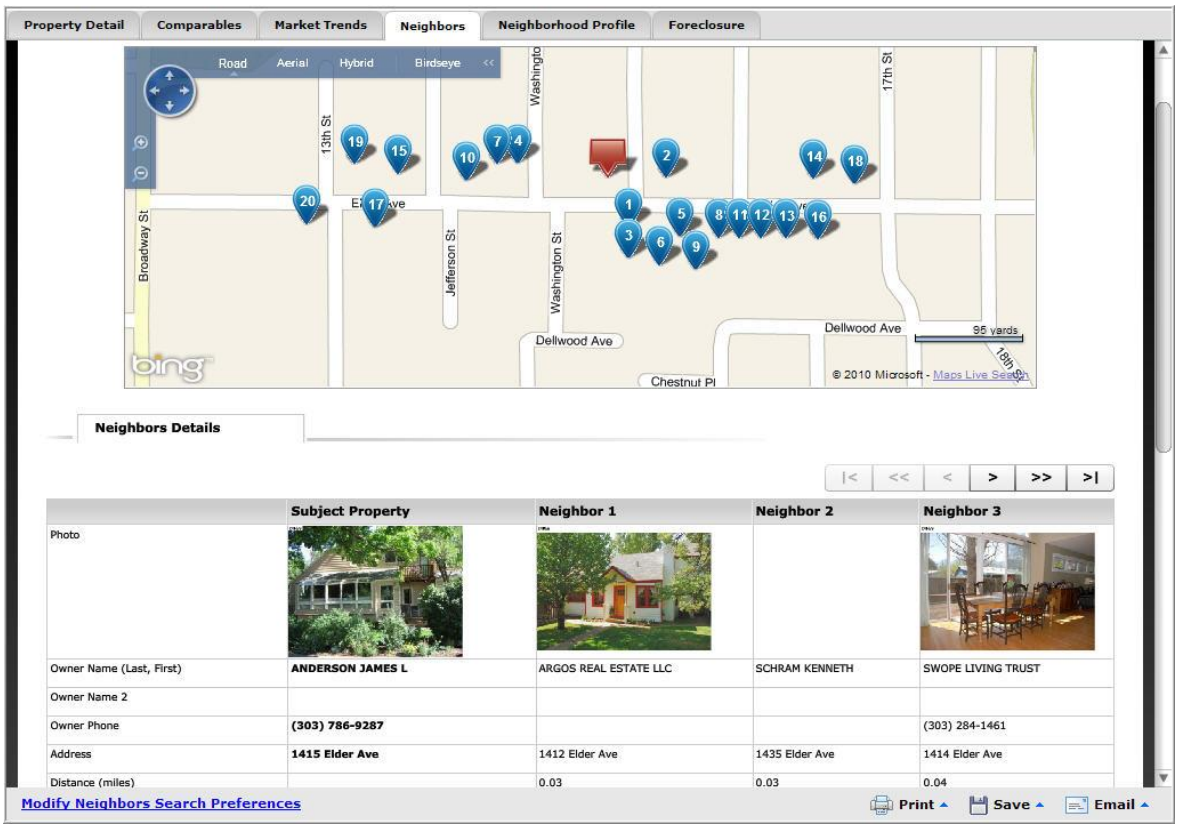
Reports also include descriptions of each chart. If you wish, the descriptions can be suppressed. The default report sections and descriptions can be controlled by clicking **Modify**, then **Display**.

Market Trends searches can be modified to utilize specific **Property Types** (single family or condo), **Trends Periods** (monthly or quarterly), and **Geography** (zip, city and/or county). To control the Market Trends searches, click on **Modify**, then **Search**.

If you require more interactive trends or wish to add trends to your own website, click on **MARKETrends Premium** and explore that valuable, but optional Realist service.

19. Neighbors Report

Click the **Neighbors** tab to quickly display facts and photos for the Neighbors of the subject property. The content of **Neighbors** report is based on the Preferences you selected for the report.



A map is populated with "teardrop" icons that indicate where each neighbor owner on the list below the map is located. Below the map is a matrix comparing information about the subject and neighboring properties.

Click the arrows above the matrix of neighbors to navigate.

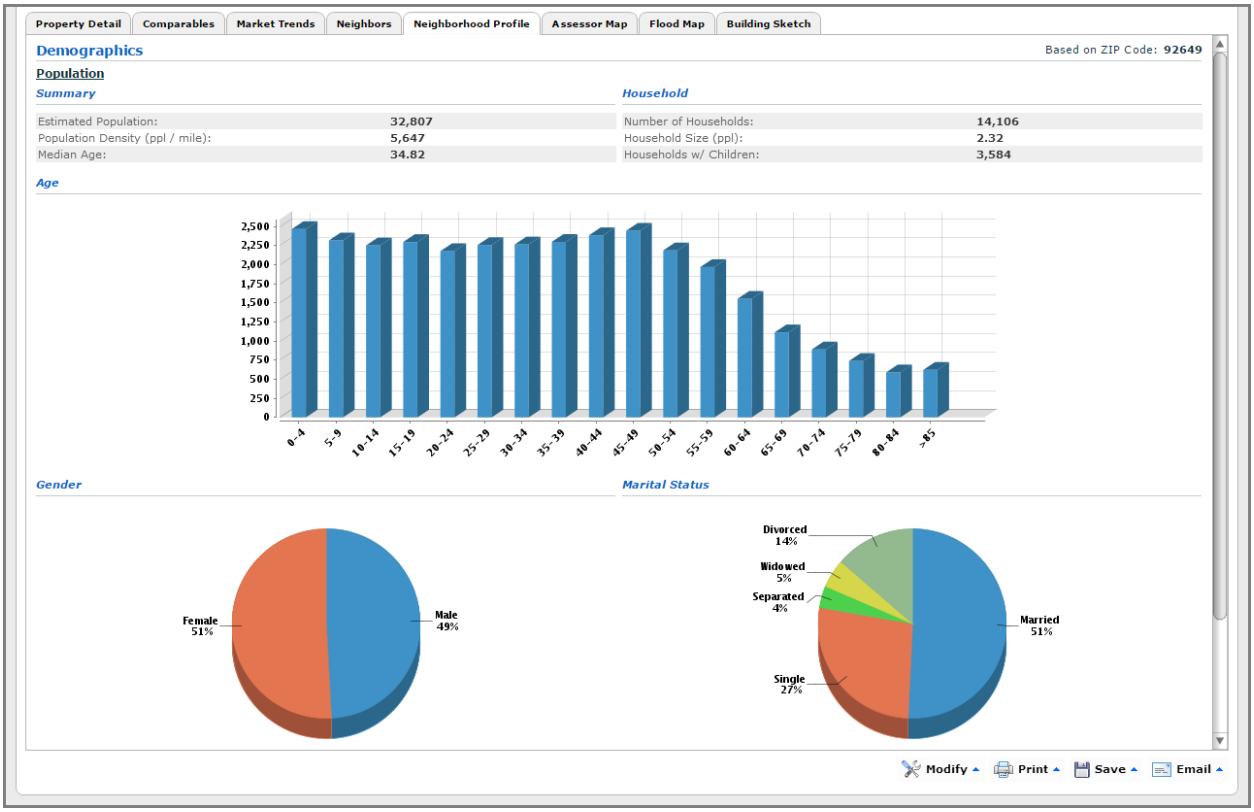
The subject property remains visible as you navigate on the left hand side of the report, while three neighbors appear to the right. If more than three neighbors are found, click the arrows to scroll back and forth and compare neighboring properties. The arrows enable you to navigate to the beginning/end of the list, one column at a time, or three columns at a time.

Click **Modify**, then **Display** at the bottom of the page to include or exclude the map above the displayed report.

Click **Modify**, then **Search** at the bottom of the page to change criteria used to find neighbors.

20. Neighborhood Profile Report

Select the **Neighborhood Profile** tab to display demographics, schools, and local businesses for the area surrounding the subject property.



The data is enhanced by colorful charts and graphs to accompany the statistics.

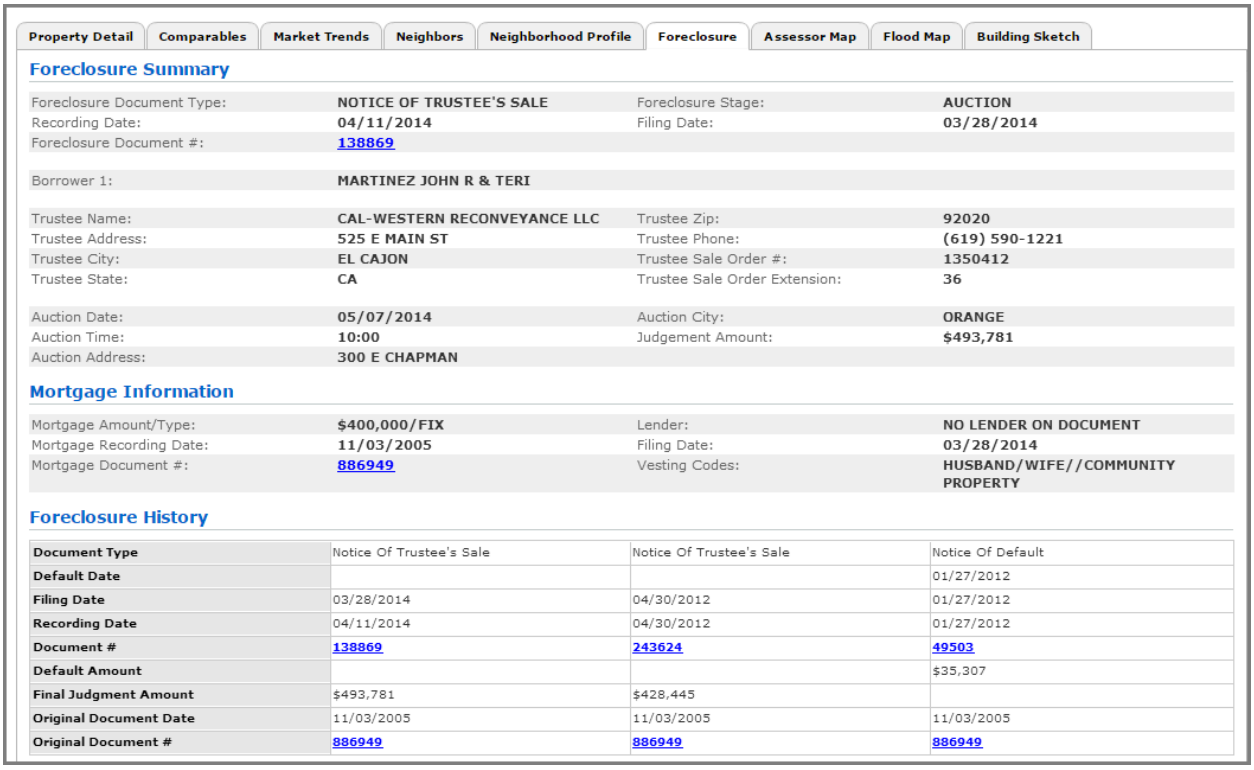
Click **Modify**, then **Display** at the bottom of the page to include or exclude core sections of the report.

Click **Modify**, then **Search** at the bottom of the page to change criteria used to find schools and area businesses.

21. Foreclosure Report

The presence of the **Foreclosure** tab indicates there is a current foreclosure action against a home. The action may be in the following stages:

- **Pre-foreclosure**, indicating that proceedings to foreclose on the property have been initiated
- **Auction**, indicating that the date for a property's foreclosure auction has been established
- **Bank Owned**, indicating that the foreclosure proceeding has resulted in the foreclosing lender taking title to the property



Property Detail | Comparables | Market Trends | Neighbors | Neighborhood Profile | Foreclosure | Assessor Map | Flood Map | Building Sketch

Foreclosure Summary

Foreclosure Document Type:	NOTICE OF TRUSTEE'S SALE	Foreclosure Stage:	AUCTION
Recording Date:	04/11/2014	Filing Date:	03/28/2014
Foreclosure Document #:	138869		
Borrower 1:	MARTINEZ JOHN R & TERI		
Trustee Name:	CAL-WESTERN RECONVEYANCE LLC	Trustee Zip:	92020
Trustee Address:	525 E MAIN ST	Trustee Phone:	(619) 590-1221
Trustee City:	EL CAJON	Trustee Sale Order #:	1350412
Trustee State:	CA	Trustee Sale Order Extension:	36
Auction Date:	05/07/2014	Auction City:	ORANGE
Auction Time:	10:00	Judgement Amount:	$493,781
Auction Address:	300 E CHAPMAN		

Mortgage Information

Mortgage Amount/Type:	$400,000/FIX	Lender:	NO LENDER ON DOCUMENT
Mortgage Recording Date:	11/03/2005	Filing Date:	03/28/2014
Mortgage Document #:	886949	Vesting Codes:	HUSBAND/WIFE//COMMUNITY PROPERTY

Foreclosure History

Document Type	Notice Of Trustee's Sale	Notice Of Trustee's Sale	Notice Of Default
Default Date			01/27/2012
Filing Date	03/28/2014	04/30/2012	01/27/2012
Recording Date	04/11/2014	04/30/2012	01/27/2012
Document #	138869	243624	49503
Default Amount			$35,307
Final Judgment Amount	$493,781	$428,445	
Original Document Date	11/03/2005	11/03/2005	11/03/2005
Original Document #	886949	886949	886949

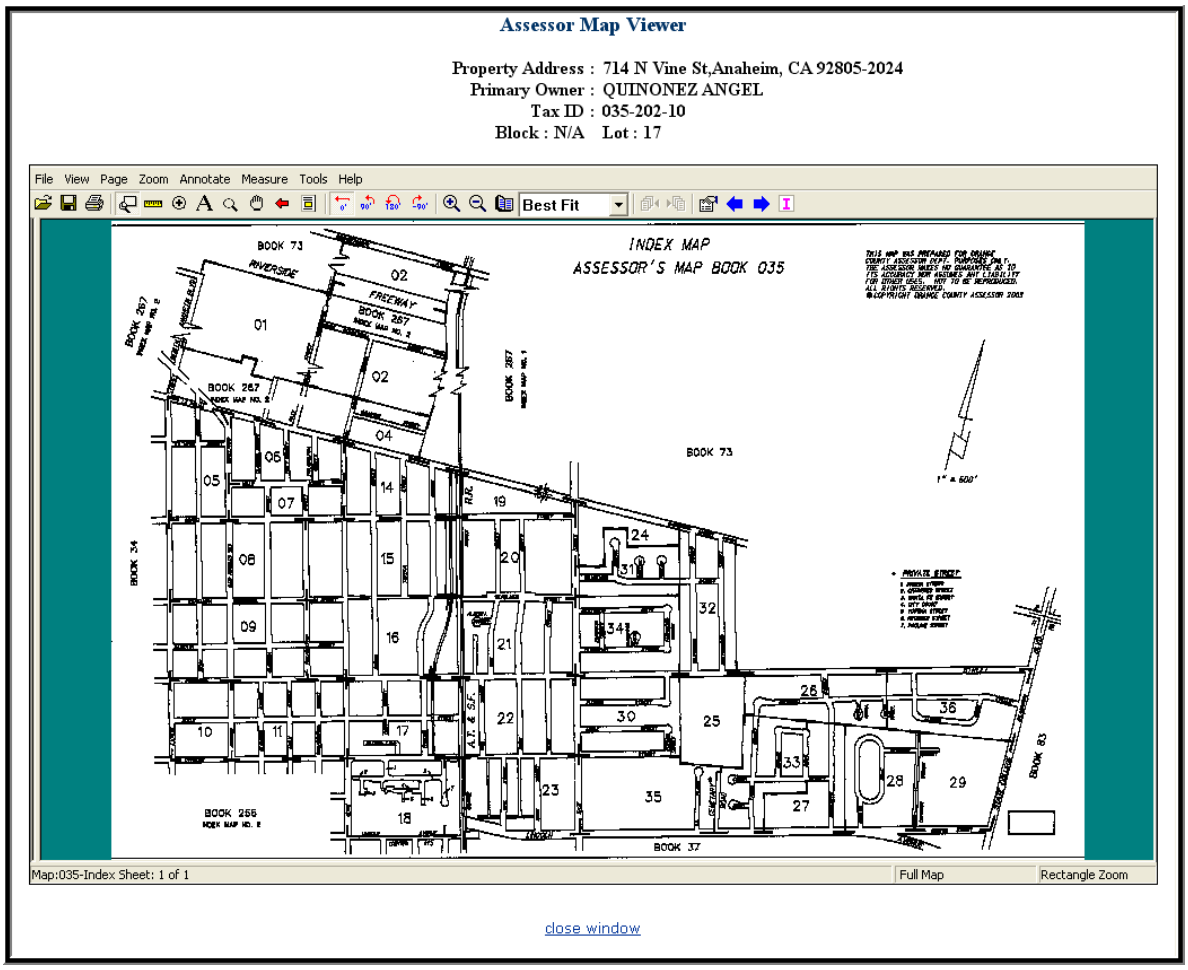
A Foreclosure Activity Report typically contains a summary of the foreclosure, information pertaining to the mortgage in default, and a history of prior foreclosure actions pertaining to the property.

Please note that the content regarding foreclosures – and even the stages of foreclosure on which CoreLogic can collect data -- varies greatly from state to state.

22. Assessor Map Report

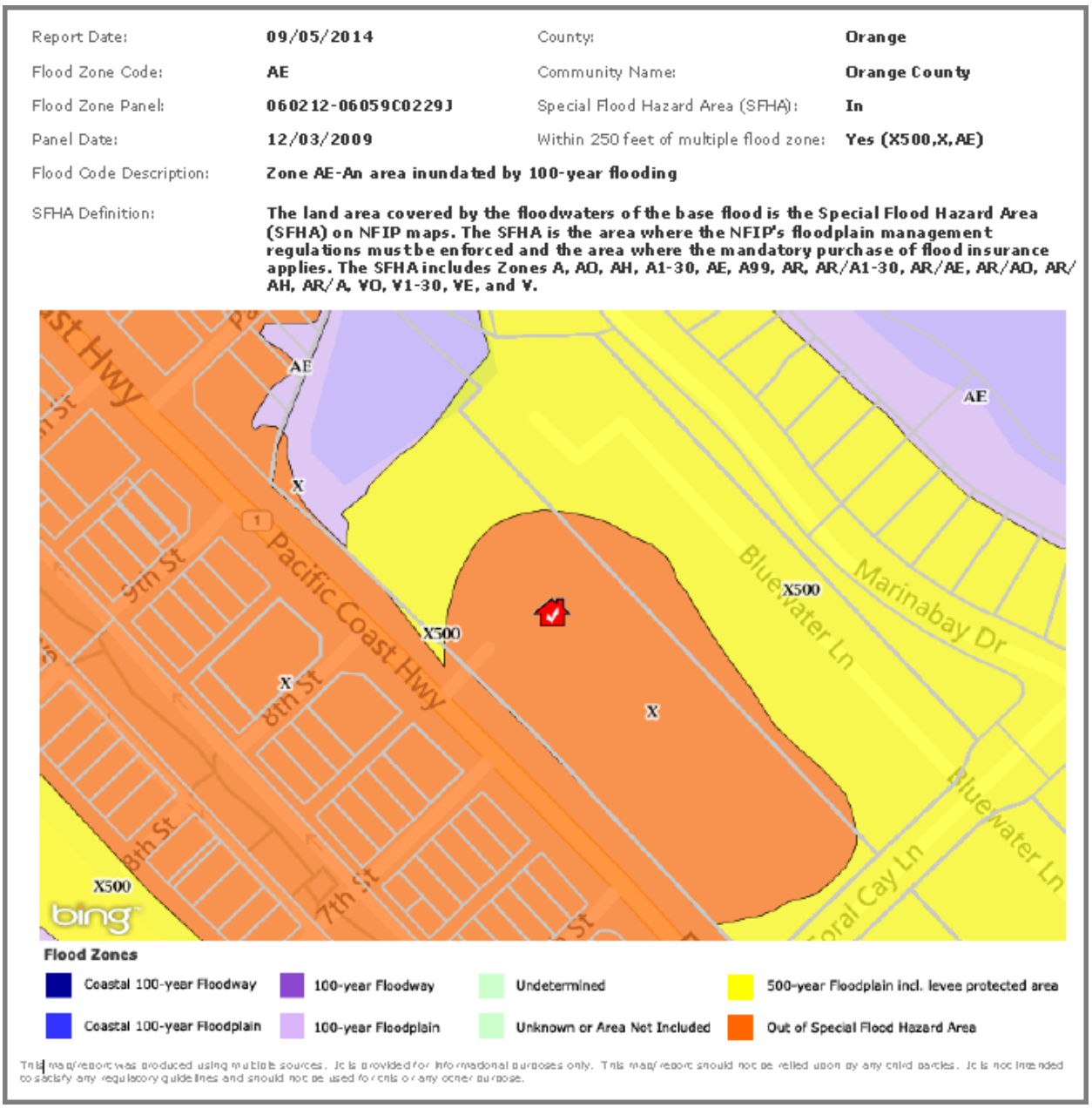
The presence of the **Assessor Map** tab indicates if there is a static assessor map available for viewing. The Assessor Map – or the plat map – is not interactive like a Realist Map, but may contain information such as easements that are unavailable elsewhere.

Clicking on the **Assessor Map** tab takes you to the Assessor Map for that property. It may be viewed using generic software available on your computer or handheld device. Or it may be viewed with Realist's proprietary **Map Viewer** (chosen in the Preferences section). A guide to the proprietary CoreLogic Assessor Map Viewer is provided under separate cover.



23. Flood Map

The presence of the **Flood Map** tab indicates that a static flood map is available to display. The Flood Map is not interactive, but provides information about the flood zone in which a property lies and the surrounding area as well. Information about the flood zone and associated codes can be found at the top of the report above a color-coded map indicating flood zones in the area.

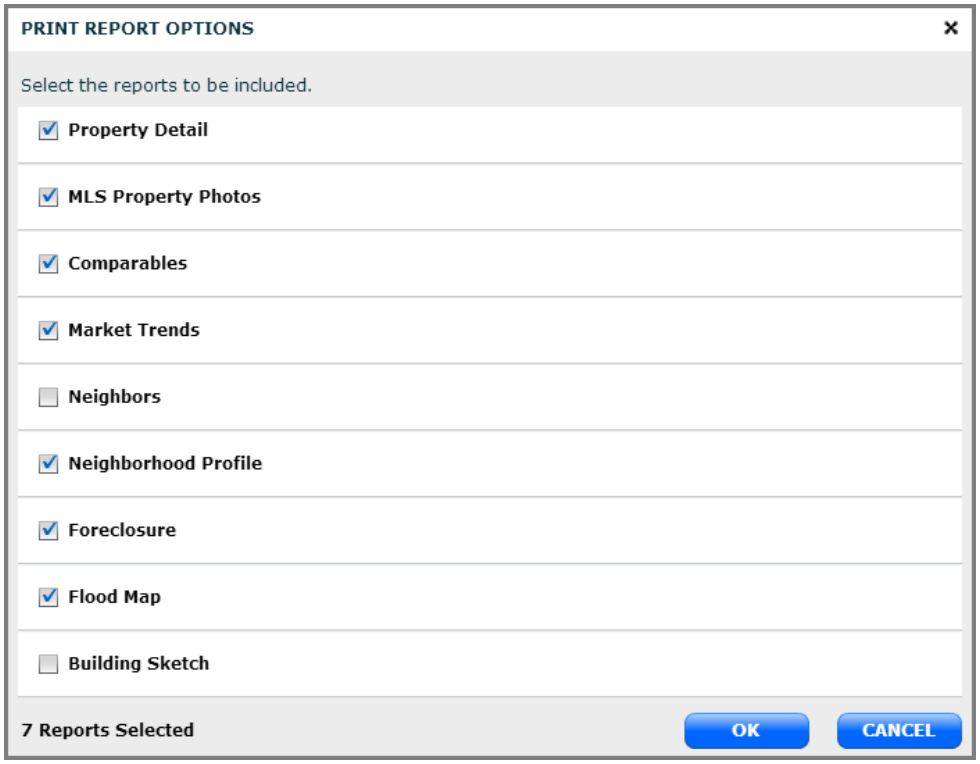

Report Date: 09/05/2014
County: Orange
Flood Zone Code: AE
Community Name: Orange County
Flood Zone Panel: 060212-06059C0229J
Special Flood Hazard Area (SFHA): In
Panel Date: 12/03/2009
Within 250 feet of multiple flood zone: Yes (X500,X,AE)
Flood Code Description: Zone AE-An area inundated by 100-year flooding
SFHA Definition: The land area covered by the floodwaters of the base flood is the Special Flood Hazard Area (SFHA) on NFIP maps. The SFHA is the area where the NFIP's floodplain management regulations must be enforced and the area where the mandatory purchase of flood insurance applies. The SFHA includes Zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1-30, VE, and V.
AE
X
X500
Pacific Coast Hwy
9th St
8th St
7th St
Bluewater Ln
Marinabay Dr
bing
Flood Zones
Coastal 100-year Floodway
100-year Floodway
Undetermined
500-year Floodplain incl. levee protected area
Coastal 100-year Floodplain
100-year Floodplain
Unknown or Area Not Included
Out of Special Flood Hazard Area
This map/report was produced using multiple sources. It is provided for informational purposes only. This map/report should not be relied upon by any third parties. It is not intended to satisfy any regulatory guidelines and should not be used for this or any other purpose.

24. Printing/Saving/Emailing Reports

At the bottom of each report are **Print, Save & Email** buttons. Clicking any of these buttons enables you to select between **Quick** and **Customize** options.

Select **Quick** if you want to print, save or email the specific report you are currently viewing. For example, you may wish to only email a Comparable Report you just prepared; select Quick to generate and/or deliver only that report.

Select **Customize** if you want to print, save or email a package of reports. The Customize option opens a window titled **Report Options** and enables you to direct not only the reports to include in your package.



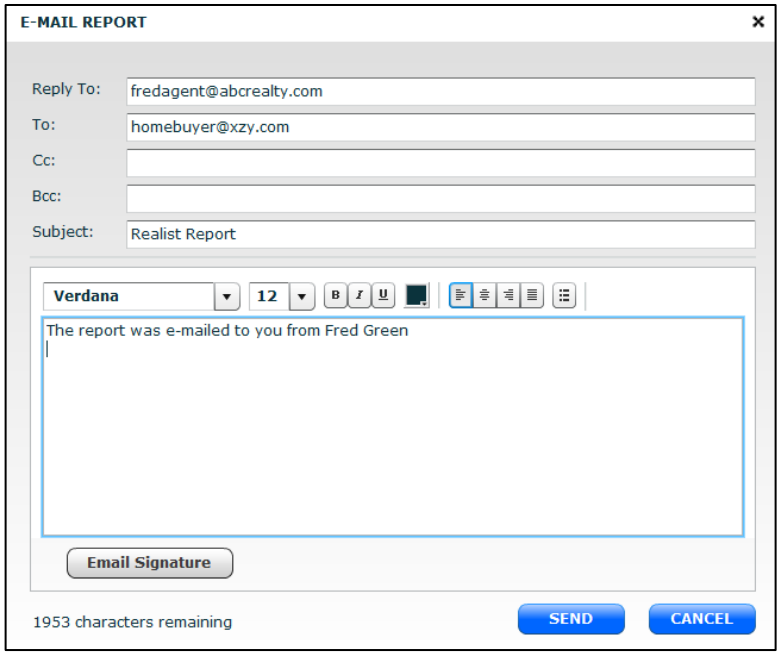
If you choose to print, save or email a package of reports you have not yet viewed, please allow time for each report to be generated. All reports are generated, printed, saved and/or emailed in a PDF format.

Note that the specific sections of each report that are printed, saved or emailed correspond to the most recent selection you have made for each report.

In the event you include a comparable report, but have not reviewed and selected specific comparables to be included, the report will incorporate all the comparable properties automatically found by the search.

Also note that you can include a gallery of MLS photos in your report, even though the photos do not appear as a "tabbed" report.

Emailed reports will be sent from Realist on behalf of you as PDF attachments. You may use the email template to enter recipients, copy additional parties, or BCC yourself or others. The subject line and email text can be modified as you wish. Even add formatting to the email text.



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